



Full Fee Paying Overseas Students: Transfer Request Policy

When can a Student Transfer Education Providers?

Full Fee Paying Overseas Students are restricted from transferring until after the first six months of the student's course unless:

- the student's course or school becomes unregistered;
- a Government sponsor (where applicable) considers a transfer to be in the best interests of the student; or
- the student is released by their school after making a transfer request.

After the first six months of the student's course, there are no restrictions on transferring education providers.

Making a Transfer Request

Students can make a transfer request to enable the student to transfer to another education provider prior to completion of their first six months of study at Cranbrook.

A student or their parents must apply in writing to the Director of Admissions and External Relations. The application must include the following:

- a letter of offer of enrolment from another education provider;
- where the student is under 18, written confirmation that the new education provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not, or will not be, living with a parent;
- where the student is under 18, written evidence that the student's parents support the transfer; and
- why the transfer is in the best interest of the student.

An application to transfer to another registered provider may have visa implications. Students and their parents are advised to contact the Department of Home Affairs as soon as possible to discuss any implications. To telephone the Department of Home Affairs call 131 888 from within Australia or see the Department of Home Affairs website for the contact details for your local office if overseas.

The transfer request will be considered and a decision made within 14 days of receipt of all required documentation, and the applicant notified of the decision in writing.

Granting or Refusal of a Transfer Request

Cranbrook School will grant a transfer request where the transfer will not be to the detriment of the student.

The following are examples of circumstances in which the granting of a transfer request may be given:

- the student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School;
- it has been agreed by the School that the student would be better placed in a course that is not available at Cranbrook School;
- the new education provider better meets the student's study capabilities or long term goals;
- the student's reasonable expectations about the course are not being met;

-
- the student will be able to access greater support such as access to family, friends or cultural support through the new education provider;
 - there is evidence that the School has misled the student; or
 - an appeal on another matter results in the decision or recommendation to release the student.

Cranbrook School will generally not grant a transfer request in the following circumstances:

- the student’s progress is likely to be academically disadvantaged or it may otherwise be detrimental to the student’s education;
- the student has only recently started and the full range of support services have not yet been utilised; or
- the School is concerned that the student’s application to transfer is a consequence of the adverse influence of another party.

The decision as to whether or not to grant a transfer request rests with the Headmaster.

Should the request for a transfer be denied the student and parents will be advised in writing, including the reasons for the decision.

Students and their parents may appeal the decision to not grant a transfer request, or appeal if Cranbrook School does not respond in the noted timeframe: see the [Full Fee Paying Overseas Students: Complaints and Appeals Policy](#).

Fees

There is no charge for an application for, or granting of, a transfer request.

If a transfer request has been approved however the required written notice of withdrawal has not been given, a cancellation fee will apply, in accordance with the *Enrolment Terms and Conditions – Overseas Students*. The transfer will not be recorded in PRISMS until any outstanding course fees, including the cancellation fee, have been paid to the School.

Where a student is transferring to another registered provider, pre-paid course fees less the applicable cancellation fee will be refunded in accordance with the [Full Fee Paying Overseas Students: Refund Policy](#).

Documentation

All documentation relating to a transfer request, including the written request and required supporting documentation, the decision of the School and its written response, and documentation relating to the request for an appeal of the decision and any appeal, will be kept on the student’s file.

Enrolment of a Student from Another Provider

Cranbrook School does not actively recruit students from other registered education providers.

Cranbrook School will not enrol a student from another registered education provider before they have completed six months of their principal course of study except where:

- the original registered provider has ceased to be registered or the course the student was enrolled in has based to be registered;
- the original registered provider has recorded the transfer in PRISMS;
- the original registered provider has had a sanction imposed that prevents the student from continuing his principal course of study; or
- a government sponsor of the student considers the change to be in the student’s best interest and provides written support for the change.

Where Cranbrook School enrolls a student from another registered provider before they have completed six months of their course under any of the above circumstances, documentation supporting the relevant exception is retained in the student's file.

Published: 10 June 2019