



TARA

Anglican School for Girls

National ESOS Code: Standard 7

Version 1.0

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CRICOS Code: 02320A

Student Transfer Request Policy

1. Overseas students are restricted from transferring from their 'first registered school sector' course of study for a period of six calendar months. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a release from the school.
2. Parents/Legal Guardians can apply to the Enrolments Officer for a release at no charge to enable them to transfer to another education provider. However, if a student has not completed the mandatory six months of the 'first registered school sector' course of study or is under 18 years of age, conditions apply.
3. Tara Anglican School for Girls will only provide a release to students before completing six months of their 'first registered school sector' course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
 - b) It has been agreed by the school that the student would be better placed in a course that is not available at Tara Anglican School for Girls.
4. Students under 18 years of age **MUST** also have:
 - a) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative
 - b) Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.
5. Tara Anglican School for Girls will **NOT** grant a release to students before completing the mandatory six months of their 'first registered school sector' course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) Tara Anglican School for Girls is concerned that the student's application to transfer is a consequence of the adverse influence of another party



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- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current study period.
6. In order to apply for a release, all students must first have a Letter of Offer from the receiving provider.
 7. Applications to transfer to another registered provider may have visa implications. Parents/legal guardians are advised to contact the Department of Immigration and Border Protection office as soon as possible to discuss any implications. The address of the nearest Office is:

9 Wentworth Street
Parramatta NSW 2150

Other contact details for Department of Immigration are:

Tel: 131 881 and E: student.centre@immi.gov.au
 8. If a release is granted by this School a Letter of Release will be provided, it will give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.
 9. All applications for transfer will be considered within **10 working days** and the applicant notified of the decision.
 10. Parents/legal guardians of students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with Tara Anglican School for Girls' complaints and appeals policy.

The **complaints and appeals policy** for an international student, is available at on the [international students page](#).