

TRANSFER REQUEST ASSESSMENT POLICY AND PROCEDURES

Purpose of the Policy

The purpose of this policy is to outline AIPAH's guidelines in relation to any Transfer Request Assessment for Full Fee Paying Overseas students. [Standard 7]

Policy

1. This policy is available on the school website and is included in the Student Handbook for International Students. This policy will also be provided to all international students requesting a transfer from or to our school.
2. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.
3. Students can apply for a letter of release from the school should they wish to transfer before completing six months of their principal course. A letter of release from the school would enable them to transfer to another education provider.
 - i. All requests for release letters will be considered in the context of the overall best interest of the student.
 - ii. All applications for transfer will be considered and the applicant notified of the decision within 10 working days from receipt of the letter. The response will contain detailed reasons for the decision/outcome of the request.
4. AIPAH **will only provide a letter of release** to students in the first six months of their principal 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 the student would be better placed in a course that is not available at AIPAH.
 - c. For extenuating circumstances on compassionate grounds where the student's needs would be better met at another institution
 - d. Any other reason stated in the policies of AIPAH
5. AIPAH **will NOT** provide a letter of release to students in the first six months of their principal course if the transfer is considered not to be in the best interest of the student. These circumstances would include the following:
 - a. The student's progress is likely to be academically disadvantaged
 - b. AIPAH is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
 - 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. The transfer is an attempt to avoid being reported to DIAC for failure to meet the school's attendance or academic progress requirements.
6. In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
7. Students under 18 years of age **MUST** also have;
 - a. Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b. 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(s)/legal guardian or a suitable nominated relative

- c. Evidence that the student is always in the Department of Immigration and Citizenship (DIAC) approved welfare and accommodation arrangements.
8. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Citizenship (DIAC) office as soon as possible to discuss any implications. Contact details are Tel: 131 881 Email: studentcentre@immi.gov.au
9. Students whose request for transfer has been refused may appeal the decision in accordance with AIPAH's Complaints Policy. The complaints policy is available on the website www.aipah.nsw.edu.au.
10. Students who are applying to enrol at AIPAH must provide
 - i. evidence that they have completed 6 months of their principal course at their previous institution [this may be in the form of academic transcripts and/or evidence of their course start date], or
 - ii. a letter of release from the previous institution, or
 - iii. have written support from a government sponsor indicating that the change is in the student's best interest, or
 - iv. show that the original registered provider has ceased to be registered or the course in which the student was enrolled has ceased to be registered, or
 - v. the original registered provider has had a sanction imposed on its registration by the Australian Government or state of territory government that prevents the student from continuing his or her principal course,

Applications for enrolments to AIPAH will not be considered prior to all applicants fulfilling the conditions in point 9 above.
11. All enrolment communication and/or applications will be stored and maintained in and tracked on the student's file, both electronically [in soft copy] and hard copy.

RELATED POLICIES AND DOCUMENTS

- AIPAH Student Enrolment Policy
- AIPAH Complaints Policy

Application for Student Transfer/Letter of Release

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

STUDENT DETAILS		
Surname	Given Name	
Student Identification Number	Grade	
Birth date:		
U18: Yes / No		
Street Address		
Suburb	Postcode	State
NOTICE OF PERMANENT WITHDRAWAL		
Date of application:	Date of intended withdrawal: [Last day of study at AIPAH]	
Reason for Withdrawal		

Attachments:

Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DIAC approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer.

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The School may ask for more documentation if it requires it. Applications are usually processed in ten working days.

Parent Signature _____	Date _____
Student Signature _____	Date _____
Principal Signature _____	Date _____

Letter of release

Student name:

Grade:

Current Address:

Phone no:

Email address:

We have received your application for a letter of release. As the reasons stated in your application fall within the school's Student Transfer Request Assessment Policy, the school is able to grant your request for a release. Your last day of enrolment at AIPAH is.....

Please be aware that your decision to transfer to a different education provider may have visa implications and you should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

If you wish to seek a refund of fees, please refer to the School's International Student Refund Policy provided in the Enrolment Information package and located on the website and follow the appropriate procedure.

Principal
The Australian International Performing Arts High School

Date:

Letter of Refusal to Release

Student name:

Grade:

Current Address:

Phone no:

Email address:

We have received your application for a letter of release. As the reasons stated in your application do not meet the conditions for release within the school's Student Transfer Request Assessment Policy, your application for transfer has been denied.

You have the right to appeal the School's decision in accordance with the School's Complaints Policy which is available on the Australian International Performing Arts High School's website www.aipah.nsw.edu.au.

If you choose to appeal, until the process is complete, you must continue to maintain your enrolment and attendance at all classes as normal.

Principal
The Australian International Performing Arts High School

Date: