**OVERSEAS STUDENTS:**

**ENROLMENT TRANSFER PROCESS**

**CRICOS REGISTRATION 00643J**

|  |  |  |
| --- | --- | --- |
|  | **Process Step** | **Consideration** |
|  |  |  |
| 1 | *Initiate Request* | Student / Family initiated (confirmed in writing) |  |
|  |  | Provider initiated |  |
|  |
| 2 | *Satisfy Criteria* | Written request to transfer received (supported by parents if U18) |  |
|  |  | Completed first six months of first registered school sector course |  |
|  |  | Valid Enrolment offer from another registered provider sighted |  |
|  |  | Adverse circumstances of releasing provider evidenced |  |
|  |
| 3 | *Grounds for Approval* | In the best interests of the student, including but not limited to: |  |
|  |  |  Student not progressing satisfactorily at current level of study |  |
|  |  |  Compassionate or compelling circumstances |  |
|  |  |  Provider failure to deliver course as outlined in agreement |  |
|  |  |  Reasonable expectations of course by student not met |  |
|  |  |  Student misled by provider or agent and course is unsuitable |  |
|  |  |  Appeal outcome recommends releasing student |  |
|  |  |  Other (specify): |  |
|  |
|  |  | Circumstances of releasing provider, including: |  |
|  |  |  Ceased to be registered |  |
|  |  |  Sanction imposed on registration |  |
|  |  |  Agree to student release, recording date and reason in PRISMS |  |
|  |  |  Any government sponsor of students supports the change |  |
|  |
| 4 | *Grounds for Rejection* | Not completed six months in first registered school sector course |  |
|  |  | If U18, no written confirmation parent / guardian supports transfer |  |
|  |  | If U18, no confirmation receiving provider accepts CAaW (welfare) |  |
|  |  | If U18, dates for CAaW not continuous (existing to new provider) |  |
|  |  | Not in best interests of the student (specify): |  |
|  |
| 5 | *Make Recommendation* | Grant Transfer | Effective from: |  |
|  |  |  | Releasing Provider: |  |
|  |  |  | Receiving Provider: |  |
|  |  | Refuse Transfer | Why? |  |
|  |  | Appeal Right (informed of process and timeline) |  |
|  |  | Visa Status (family to check with Dept of Home Affairs) |  |
|  |
| 6 | *Notify Implications* | Written Notification |  |
|  |  | Appeal Right (informed of process and timeline) |  |
|  |  | Visa Status (family to check with Dept of Home Affairs) |  |
|  |
| 7 | *Enact Recommendation \** | Update PRISMS |  |
|  |
| 8 | *Record Decision* | Maintain record of communication, actions, decisions |  |

\* Finalisation of transfer rejection does not occur while an appeal is in progress.