

**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.