

Tuart College Student Transfer Request Policy

- 1) 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.
- 2) Students can apply for a letter of release to enable them to transfer to another education provider. The letter of release will be issued at no cost to the student.
- 3) Tuart College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) a written request for a transfer (using the Application for student transfer/letter of release form) is received by the Manager of the International Students' Office.
 - b) it is deemed that remaining at Tuart College will be detrimental to the student's academic or social development.
 - c) for exceptional personal or health reasons.
 - d) Tuart College can only grant a letter of release to a student under 18 years of age if the College has written confirmation that the student's parent(s)/legal guardian supports the transfer. Where the student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the receiving school will accept that responsibility for approving the student's accommodation, support and general welfare arrangements.
- 4) Tuart College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) the student's progress is likely to be academically disadvantaged
 - b) if it is deemed that a transfer to another institution will be detrimental to the student due to (i) travel time considerations and/or (ii) financial considerations.
 - c) the student is seeking a transfer to an institution which is offering an identical course.
 - d) Tuart College is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - e) 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.
 - f) 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 DIBP approved welfare and accommodation arrangements
 - g) All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
 - h) Students whose request for transfer has been refused may appeal the decision in accordance with Tuart College's complaints and appeals policy which is available in the Student Information Guide on the College website.
 - i) Tuart College will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding the request on the student's file.