



Student Transfer Request Assessment 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.
- 3) Fahan School 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 Fahan School.
 - c) Any other reason stated in the policies of Fahan School
- 4) Fahan School 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) Fahan School is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- 5) 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.
- 6) 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 DIAC approved welfare and accommodation arrangements
- 7) All applications for transfer will be considered within 7 working days and the applicant notified of the decision.
- 8) Students whose request for transfer has been refused may appeal the decision in accordance with Fahan School's grievance policy available on the website.