

OVERSEAS STUDENT TRANSFER POLICY AND PROCEDURE

The Australian Performing Arts Grammar School will not knowingly enrol an overseas student wishing to transfer from another registered provider's course until after the first 6 months of their first school course, except in certain circumstances noted in the procedures below. APGS will consider requests from an overseas student seeking to transfer to another school as required by the National Code Standard 7.

The processing of applications to transfer to another school provider will be at no cost to the overseas student and parent/legal guardian.

Procedure

Transferring into APGS within the first 6 months at another school (receiving provider)

1. If an overseas student requests a transfer into APGS in the first 6 months of their first school course at another school, the transfer request must be made in writing using Enrolment Application Form and must be submitted to the Admissions Officer.

Additional documentation that must be submitted with the Enrolment Application Form includes:

- application for enrolment for an overseas student
 - all requirements from the *Assessment of English Language Proficiency and Educational Qualifications*
 - a completed application for Recognition of Prior Learning/Course Credit application form
 - written confirmation the overseas student's parent/legal guardian supports the transfer if the overseas student is under 18
 - documentation supporting/outlining grounds for transfer.
2. If the overseas student is within the first 6 months of their first school course at another school, the PEO will only consider an application for enrolment if any of the following apply:
 - the releasing school provider, or the course in which the overseas student is enrolled, has ceased to be registered
 - the releasing school provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing the course at that registered provider
 - any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change
 - the releasing school provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.
 3. The Admissions Officer may request additional information to assess the request, including but not limited to:
 - documentation from the current school provider
 - phoning or meeting with a representative of the current school provider

admin@apgs.nsw.edu.au www.apgs.nsw.edu.au | T. +61 2 9518 5123 F. +61 2 8076 7620

255 Broadway, GLEBE, NSW 2037 | CRICOS Code: 02647M

Version updated 06.03.26

- using PRISMS/VEVO to search for the overseas student’s study details and history
 - contacting the DHA
 - other methods as necessary.
4. The PEO will make a decision about the transfer request within 2 weeks from the date received.
 5. The Admissions Officer will inform the applicant of the result of the application in writing.
 6. The PEO may make a conditional offer of enrolment.
 7. The Admissions Officer will provide the overseas student with all required pre-enrolment material with any conditional offer made. A conditional offer will include that the releasing provider approve the transfer request and release the student in PRISMS. Other conditions may be included.
 8. If a conditional offer of enrolment is made, the written communication will:
 - inform the overseas student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect
 - note the date of the transfer.
 9. The PEO will confirm in PRISMS the overseas student’s transfer has been approved by the releasing provider. If it has been approved in PRISMS, the PEO will:
 - negotiate the date of transfer of welfare and accommodation with the releasing provider
 - create a CoE in PRISMS
 - communicate in writing to the overseas student and parent/legal guardian that:
 - the condition of enrolment has been met and the enrolment will proceed or that the offer still remains conditional
 - provide the overseas student and parent/legal guardian with the new CoE
 - inform the overseas student of their visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.

Transferring out of APGS within the first 6 months (releasing provider)

1. If an overseas student requests a transfer from APGS in the first 6 months of the first course, the transfer request must be made in writing using the Overseas Student Transfer Form and must be submitted to the Admissions Officer.

Additional documentation required to be submitted with the transfer request includes:

- an offer of enrolment from a receiving a school provider

- written confirmation the parent/legal guardian supports the transfer if the overseas student is under 18
 - documentation supporting/outlining grounds for transfer.
2. APGS will approve the transfer request of an overseas student in first 6 months of study of the first course if one or more of the following apply:
- APGS, or the course in which the overseas student is enrolled, has ceased to be registered
 - APGS has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing their course
 - any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change
 - APGS has agreed that compelling or compassionate circumstances exist including but not limited to:
 - serious illness or injury
 - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies
 - involvement in, or witnessing of a serious accident
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
 - failure to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol
 - failure to deliver the course as outlined in the written agreement
 - there is evidence that the overseas student's reasonable expectations about their current course are not being met
 - there is evidence that the overseas student was misled and the course is therefore unsuitable to their needs and/or study objectives
 - an appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
 - other reasons as determined by the school provider
3. The circumstances in which a transfer request will be refused may include, but are not limited to:
- supporting documentation not submitted or application incomplete
 - none of the grounds for a transfer apply

4. When assessing the transfer request, the Admissions Officer may request additional information including but not limited to:
 - requesting documentation from the proposed new school provider
 - phoning and/or meeting with the proposed new school provider
 - using PRISMS/VEVO to search for the student and study history
 - contacting the DHA
5. The PEO will communicate an intention to refuse a transfer request in writing. The communication will identify the reason/s for the intention to refuse and will advise the overseas student of the right to access the School's *Complaints and Appeals Process* within 20 working days.
6. The PEO will decide transfer requests within 2 weeks from the date of receipt.
7. The Admissions Officer will inform the overseas student and parent/legal guardian of the result of the request in writing.
8. Approved requests are at no cost to the overseas student and parent/legal guardian and written communication will include:
 - that the overseas student must contact Immigration to seek advice on whether a new student visa is required
 - the transfer date.
9. The PEO will finalise the transfer request in PRISMS.
 - If the outcome of the transfer request is approval, finalisation in PRISMS will occur as soon as is practicable.
 - If the outcome of the transfer request is refusal, this finalisation will only occur once:
 - a complaint or appeal finds in favour of APGS **OR**
 - a complaint and appeal has not been made within 20 working days **OR**
 - the student withdraws from the complaints and appeals process.
10. If the transfer request is approved, the PEO will consult the Refund for Overseas Student Policy to determine if a refund is required.

Transferring into APGS after the first 6 months of study

1. If an overseas student requests a transfer into APGS after the first 6 months of their first course at another school, the transfer must be made in writing using Enrolment Application Form and must be submitted to the Admissions Officer.

Additional documentation that must be submitted with the Enrolment Application Form includes:

- application for enrolment for an overseas student

- all requirements from the *Assessment of English Language Proficiency and Educational Qualifications*
 - a completed application for Recognition of Prior Learning/Course Credit application form
 - written confirmation the overseas student's parent/legal guardian supports the transfer if the overseas student is under 18.
2. The PEO will check PRISMS to confirm the overseas student has completed 6 months of study in their first school course.
 3. The PEO will review the transfer request and decide whether to make an offer of enrolment.
 4. The overseas student and parent/legal guardian will be informed of the result of the application in writing by the Admissions Officer within 2 weeks of receipt of the application.
 5. If the application for enrolment and transfer request is approved written communication will:
 - provide the overseas student with all required pre-enrolment material
 - provide an offer of enrolment (which may be a conditional offer subject to welfare arrangements being finalised)
 - inform the overseas student of their visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect
 - note the date of the transfer.
 6. Following receipt of the acceptance of the offer of enrolment from the overseas student and parent/legal guardian, the PEO will:
 - negotiate the date of transfer of welfare and accommodation with the overseas student's current school provider
 - create a CoE in PRISMS and provide a copy to the overseas student and parent/legal guardian
 - communicate in writing to the overseas student and parent/legal guardian:
 - confirmation that enrolment will proceed or that the offer still remains conditional
 - that the overseas student's visa obligations require them to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect remain.

Transferring out of APGS after the first 6 months

1. If an overseas student plans to transfer from APGS to another school provider after the first 6 months of their first school course with the School, documentation must be provided to the Admissions Officer regarding the transfer of enrolment.

Documentation includes:

- Overseas Student Transfer form
 - offer of enrolment from the new school provider
 - written confirmation the parent/legal guardian supports the transfer if the overseas student is under 18
2. The PEO will review the documentation to ensure APGS has all information to complete PRISMS reporting requirements.
 3. The overseas student and their parent/legal guardian will be issued a letter by the PEO informing them that:
 - all required documentation has been submitted
 - that the overseas student must contact Immigration to seek advice on whether a new student visa is required
 - the transfer date.
 4. The PEO will record the transfer in PRISMS.
 5. The PEO will consult the Refund for Overseas Student Policy for refund eligibility and required actions.
 6. If all required documentation is not submitted, the Admissions Officer and the PEO will consult other relevant policies and procedures. Additional reporting in PRISMS and/or contact with the parent/legal guardian may be required.

Staff informed of policy and procedures

1. The PEO will make the *Overseas student transfers policy and procedures* available to staff on the internal server, and present any changes at staff meetings and students will be informed during overseas student orientation.

Records maintained

1. The Admissions Officer will maintain the following records in the overseas student's file:
 - request for transfer to another registered school provider
 - written approval from a parent/legal guardian for the transfer if the student is under 18
 - decision of the transfer request if the request is made in the first 6 months of the first school course
 - communication of the outcome of the request to the overseas student and parent/legal guardian if the student is under 18
 - change to the overseas student's enrolment in PRISMS.