



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

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) Penleigh and Essendon Grammar 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 traveling 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 Penleigh and Essendon Grammar School.
 - c) Any other reason stated in the policies of Penleigh and Essendon Grammar School
- 4) Penleigh and Essendon Grammar 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) Penleigh and Essendon Grammar 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 five 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 Penleigh and Essendon Grammar School's complaints and appeals policy. The complaints and appeals policy is available from the Head of Section.

Updated: October 2008
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