



John Paul College

**JOHN PAUL COLLEGE LTD**

**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 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. John Paul College 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 that the student would be better placed in a course that is not available at John Paul College.
  - c. Any other reasons stated in the policies of John Paul College.
4. John Paul 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. John Paul College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
5. Students under 18 years of age MUST 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 Department of Immigration and Citizenship (DIAC) approved welfare and accommodation arrangements.
6. All applications for transfer will be considered within 10 working days and the application notified of the decision.