

International Students Transfer Assessment Policy and Procedure

1. PURPOSE

The purpose of this policy is to detail the College's process for assessing and dealing with overseas student requests to transfer to or from another school that is a CRICOS registered provider.

Kingswood College Ltd is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider No. 001550G) and is required to adhere to the Education Services for Overseas Student (ESOS) Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

Kingswood College can accept both on-shore and off-shore applications for places in our International Student Program necessitating the issuance of a Confirmation of Enrolment (CoE).

The College has an exclusive arrangement with Gaoxin No. 1 Middle School in Xi'An China for students who have completed Year 9 and entering Year 9 at Kingswood College. Only in exceptional circumstances will the College consider applications for transfer from other international students.

It is acknowledged that students may wish to transfer into Kingswood College having commenced formal school studies with another Education Provider and circumstances may arise where students enrolled at Kingswood College may have reasons for wishing to transfer out of the College to commence a course of study with another Education Provider.

2. SCOPE

This policy applies to all current and future international students of Kingswood College and their parents and/or legal guardians.

3. POLICY AND PROCEDURES – INBOUND TRANSFER

- (a) The College acknowledges that it must not knowingly enrol an overseas student seeking to transfer from the course of another CRICOS registered school prior to the student completing a minimum of six months at that school; except where any of the following circumstances apply:
 - (i) the releasing school, or the course in which the student is enrolled, has ceased to be registered;
 - (ii) the releasing school has had a sanction imposed on its registration by the ESOS Agency that prevents the student from continuing his or her course with that school;
 - (iii) the releasing school has agreed to the student's release, has issued written confirmation of same to Kingswood College and has recorded the date of effect and reason for release in PRISMS;
 - (iv) any government sponsor of the overseas student considers the change to be in the student's best interests and has provided written support for the change.
- (b) Procedure – request to transfer into Kingswood College



- (i) The Registrar of the College will seek clarification from the student or their agent as to the identity of the student's current school and the commencement date of enrolment with that school to test the "minimum six month rule" in each case.
- (ii) If it is verified that the student has completed at least six months of tuition with the current school the following steps shall apply:
 - All submitted documentation will be assessed by Kingswood College
 - The applicant may be invited to attend an Application Interview with the Deputy Principal.
 - Permission may be sought by Kingswood College from the parents for the Registrar to make contact with the current school of the applicant to investigate further the claimed reasons for the transfer out from that Education Provider.
 - The student will be required to undertake an iStart Assessment.
 - A final decision will be made by Kingswood College on whether to issue a formal Offer of Enrolment to the student.
- (iii) If the student has not completed the minimum six month period of enrolment with the current school, the Registrar will seek written permission from the parent of the student to make contact with the school to ascertain its position on the ongoing enrolment of that student.
 - Should the advice from the school be that none of the circumstances in paragraph (a) (above) apply, then Kingswood College shall advise the student or their Agent that the request to transfer to the College will not proceed.
 - Should the advice from the school be that one or more of the circumstances listed in paragraph (a) (above) apply, Kingswood College shall seek written confirmation of same and ask that proof be provided of the record on PRISMS of the intent to release.
 - The student's application will then be considered in accordance with the College's usual procedures for an overseas student to apply to enroll at the College.

4. POLICY AND PROCEDURES – OUTBOUND TRANSFER

- (a) The College must implement the following documented procedures for processing requests from currently enrolled international students to transfer to another CRICOS registered school. The process involved differs where:
 - (i) The student has already completed a minimum six months of study at Kingswood College; or.
 - (ii) The student has not completed a minimum of six months of study at Kingswood College.
- (b) Processing Request for Transfer – Minimum six months study already completed.



- (i) The parent/local support person of the student is encouraged to make contact with the International Student Coordinator at the College in order to discuss any concerns and reasons for wishing to relocate to another school.
 - (ii) The International Student Coordinator will consult with the Deputy Principal on those reasons and if Kingswood College acknowledges that it is in the best interests of the student to transfer, instructions will be provided to the parent/local support person to complete the following:
 - Obtain a valid Offer of Enrolment from the other school and submit a copy of that Offer with the Letter of Withdrawal.
 - Submit a Letter of Withdrawal to the Kingswood College Principal clearly stating the final date of planned attendance at Kingswood College and providing permission for Kingswood College to communicate directly with the other school in order to coordinate the transfer arrangements (CoE and CAAW).
 - (iii) Once transfer arrangements are confirmed, Kingswood College will finalise all Homestay arrangements and ensure that the other school holding the CAAW at the date of Kingswood College homestay conclusion is assisting the student with the task of physical relocation of his or her possessions to their new accommodation.
 - (iv) Within five days of withdrawal from studies, Kingswood College undertakes to have completed all necessary administrative processes including issuance of a Request for Refund Proforma to the Parent and entry of a Course Variation on PRISMS.
 - (v) Kingswood College shall issue the Parent with a final Statement of Account and copies of any Academic Transcripts previously issued upon parent request.
- (c) Processing Request for Transfer – Minimum six month of study at Kingswood College NOT completed.
- (i) The parent/local support person of the student is encouraged to make contact with the International Student Coordinator at the College in order to discuss any concerns and reasons for wishing to relocate to an alternative Education Provider.
 - (ii) The parent/local support person may lodge a written request to transfer with the Registrar of the College together with a valid Offer of Enrolment from another CRICOS registered school. If the student is under 18 years of age the College must have written confirmation that the student's parent or legal guardian supports the transfer.
 - (iii) International Student Coordinator will consult with the Deputy Principal on the reasons as to why the request for transfer is being made and the College will consider whether it is in the best interests of the student to transfer to another school. The grounds upon which Kingswood College may consider that it is in the best interests of the student to transfer and therefore ;grant the transfer request includes but is not limited to where the College has assessed that:
 - The student will be reported because he or she is unable to achieve satisfactory course progress at the level they are studying, even after engaging with the College's intervention strategy to assist overseas students, and they have been offered a place with another CRICOS registered school to continue studies on a more suitable academic pathway.
 - There is evidence of compassionate or compelling circumstances.



- The student has grounds to seek a change of school in pursuit of greater/ different support services.
 - The student has grounds to lay claim that Kingswood College is not delivering the Course of Study as outlined in the Written Agreement or that the student's reasonable expectations of that Course of Study are not being met by Kingswood College.
 - The student has evidence that he or she was misled by a College education agent or a migration agent regarding the College or its course, fundamental elements of the Course including but not limited to Course Structure, Study Facilities, Campus Location, Subject Unit availability and the Course is therefore unsuitable to the student's needs and/or study objectives. .
 - An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.
- (iv) If the College decides to grant the request to transfer, a written Confirmation of Transfer Approval will be issued by Kingswood College within ten days.
- This notification will include advice to the Parent/guardian that it is their responsibility to check with the Department of Immigration and Border Protection as to whether a change of schools has any implications for the Student Visa holder, including whether to seek advice on whether a new student visa is required. In circumstances where the request to transfer is NOT approved, Kingswood College shall respond in writing within ten days stating reasons for the request being refused and providing information to the Parent / Agent on avenues to appeal this decision in accordance with the Kingswood College *Complaints and Appeals Policy and Procedures*.
- (v) Where the request to transfer has been granted, Kingswood College then requests the parent to submit a Letter of Withdrawal to the Kingswood College Principal clearly stating the final date of planned attendance at Kingswood College and providing permission for Kingswood College to communicate directly with the new school in order to co-ordinate the transfer arrangements (CoE and CAAW). Accompanying the Letter of Withdrawal should be a copy of the Offer of Enrolment provided by the new school.
- (vi) Once transfer arrangements are confirmed, Kingswood College will finalise all Homestay arrangements and ensure that the new school holding the CAAW at the date of Kingswood College homestay conclusion is assisting the student with the task of physical relocation of his or her possessions to their new accommodation.
- (vii) Within five days of withdrawal from studies, Kingswood College undertakes to have completed all necessary administrative processes including issuance of a Request for Refund to the Parent and entry of a Course Variation on PRISMS.
- (viii) Kingswood College shall issue the Parent with a final Statement of Account and copies of any Academic Transcripts previously issued upon parent request.

In any case in which the College grants a transfer to a student, it will be at no cost to the student.

Kingswood College will maintain records relating to the request to transfer on the student file for no less than two years after the student's enrolment has ceased.

POLICY NUMBER: INTPOL - 070

VERSION: 2.1

APPROVED BY EXECUTIVE: November 2019

Kingswood College Ltd

CRICOS Provider No: 00150G



5. RELATED POLICES AND DOCUMENTS

- Application for Enrolment Form;
- International Student Fee Schedule (for current year fees);
- International Students Enrolment Agreement (Written Agreement)
- International Student Handbook
- Year 9 International Student Application Process for Semester 2, Year 9
- International Student Request for a Refund form
- International Student Enrolment Policy and Procedures
- International Student Refund Policy and Procedures
- International Student Deferment, Suspension, Cancellation of Enrolment Policy and Procedures
- International Student Transfer Request Policy and Procedures
- Student Accommodation and Welfare Arrangements Policy and Procedures;
- International Student Complaints and Grievances Policy and Procedures

6. REFERENCES

- ESOS National Code Standard 7. Overseas Student Transfers