



Citipointe Christian College  
THE CHRISTIAN OUTREACH COLLEGE BRISBANE



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International

## TRANSFER POLICY

The College anticipates that a student will complete their course of study as indicated on their Confirmation of Enrolment (CoE). Students wishing to transfer from our College will need to comply with this Transfer 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. **Exceptions** to this restriction are:
  - a) If the student's course or school becomes unregistered
  - b) The school has a government sanction imposed on its registration
  - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
  - d) If the student is granted a Letter of Release.
2. Students can apply to the Registrar or Headmaster for a Letter of Release at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principal course of study or is under 18 years of age, conditions apply.
3. *The College will* only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
  - a) The student has changed welfare and accommodation arrangements with the approval of the College and is no longer within a reasonable travelling time of the College
  - b) It has been agreed by the College the student would be better placed in a course that is not available at the College
  - c) Any other reason stated in the policies of the College.
4. 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 / legal guardian or a suitable nominated relative
  - c) Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.

5. *The College will NOT* provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
  - a) The student's progress is likely to be academically disadvantaged
  - b) *The College* is concerned that the student's application to transfer is a consequence of the adverse influence of another party
  - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
  - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
  - e) School fees have not been paid for the current study period.
6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.
7. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration as soon as possible to discuss any implications. The address and contact details are:

Address: Ground Floor, 299 Adelaide Street Brisbane.  
Phone: 131 881  
Email: [student.centre@immi.gov.au](mailto:student.centre@immi.gov.au)
8. A letter of release will give information about
  - i) whether provided by this College or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course,
  - ii) had a good attendance record for the course, and
  - iii) paid all fees for the course.
9. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
10. Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with College's Complaints and Appeals policy. The complaints and appeals policy is available under International Students on the College website.