

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. Students are requested to complete an Application for Student Transfer / Letter of Release.
3. Westbourne 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 travelling 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 Westbourne Grammar School.
 - c. Any other reason stated in the policies of Westbourne Grammar School.

NB: a new visa may be required if the new course is in a different sector to the original course or if there is an extension required to the student's visa. Any fees associated with applying for a new visa would be at the students' expense.
4. Westbourne 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 by transfer to another school.
 - b. There is no valid educational reason eg: the student wishes to change schools because their friend is at a different school.
 - c. The student has unsatisfactory course progress or attendance and is trying to avoid being reported.
 - d. Westbourne Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of a third party.
 - e. The student is under 18 and there is no written evidence that the student's parents support the transfer; or no written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements.
5. In order to apply for a letter of release, students must have:
 - a. Written evidence that the student's parent(s)/legal guardian supports the transfer.
 - b. 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 confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements from 7 days after the student's official last day at Westbourne Grammar School where the student is not living with a parent(s)/legal guardian or a suitable nominated relative, or
 - b. Evidence that the student is always in continuing DIAC approved welfare and accommodation arrangements.
7. All applications for transfer will be considered within 10 working days and the applicant notified of the decision in writing.
8. Students whose request for transfer has been refused may appeal the decision in accordance with Westbourne Grammar School's Complaints and Appeals Policy. The Complaints and Appeals Policy is available at www.westbournegrammar.com or from the Westbourne International Centre.