Student Transfer Request

1. Overseas students are restricted from transferring from their principal course of study for a period of six (6) 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. Kincoppal-Rose Bay School will only provide a 'letter of release' to students in the first six months of their principal course in the following circumstances:

   • the student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling distance from the School
   • it has been agreed by the School that the student would be better placed in a course that is not available at Kincoppal-Rose Bay School
   • any other reason stated in the policies of Kincoppal-Rose Bay School

4. Kincoppal-Rose Bay School will not provide a letter of release to students in the first six months of their principal course in the following circumstances:

   • the student's progress is likely to be academically disadvantaged
   • Kincoppal-Rose Bay 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:

   • written evidence from the student's parent(s)/approved guardian support the transfer
   • 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)/approved guardian or a suitable nominated relative
   • evidence that the student is always in DIAC approved welfare and accommodation arrangements

7. All applications for transfer will be considered within 30 working days and the student notified of the decision.

8. Students whose request for transfer has been refused may appeal the decision in accordance with Kincoppal-Rose Bay School's Complaints and Appeals Policy. The Complaints and Appeals Policy is available at Admissions - School Policies.