



Transfer Between Registered Providers

- 1) International 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. However, if a student is under 18 years of age, the application must be supported with:
 - 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 DIBP approved welfare and accommodation arrangements.
- 3) Seymour 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 College;
 - b) it has been agreed by the College the student would be better placed in a course that is not available at Seymour College.
- 4) Seymour 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) Seymour 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.
- 5) In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.
 - 6) Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Citizenship office as soon as possible to discuss any implications.
 - 7) It is a requirement under South Australian legislation that letters of release, 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, had a good attendance record for the course, and paid all fees for the course.
 - 8) All applications for transfer will be considered within 7 working days, and the applicant will be notified of the decision.
 - 9) Students whose request for transfer has been refused may appeal the decision in accordance with the Seymour College Complaints and Appeals Procedures.