



STUDENT TRANSFER POLICY

1.0 PURPOSE

This policy outlines the conditions, requirements, and procedures for international students seeking to transfer from GCA to another CRICOS-registered education provider. The policy ensures:

- Compliance with the ESOS Act 2000 and the National Code of Practice 2018 (Standard 7)
- Protection of genuine international students
- Integrity of the Australian international education sector
- Alignment with GCA's DSCW Policy

A withdrawal must be approved under the DSCW Policy before a release can be considered for students within the first six months of their principal course.

2.0 SCOPE

This policy applies to all international students enrolled at GCA on a student visa, and all GCA staff involved in advising, assessing, or processing transfer, withdrawal, and release requests.

3.0 KEY PRINCIPLES

GCA is committed to ensuring that all transfer requests are managed ethically, consistently, and in compliance with regulatory standards.

3.1 Visa Compliance

Transfers must not place a student at risk of breaching student visa conditions, including those related to attendance, course progress, or maintaining enrolment.

3.2 Student-Centered Decisions

Decisions will prioritize the student's academic, personal, and welfare needs, supported by credible and appropriate evidence.

3.3 Integrity of the Sector

GCA will not participate in, or support, inappropriate transfer practices such as agent-driven "poaching," breaching the six-month rule, or enabling students to circumvent visa obligations.

3.4 Transparency

Transfer decisions will be consistent, fair, and based on documented evidence.



4.0 DEFINITIONS

- 4.1 Principal Course:** The main course of study in the student's visa package, usually the final course in a package.
- 4.2 Release (Approval):** Permission for a student to transfer to another provider within the first six months of their principal course.
- 4.3 Six-Month Rule:** A student must complete six months of their principal course before transferring without a release.
- 4.4 Compassionate or Compelling Circumstances:** Situations beyond the student's control that impact their ability to continue study (e.g., medical reasons, family emergencies, safety concerns).

5.0 REQUIREMENTS UNDER GCA'S TRANSFER POLICY

Before any transfer request can be considered:

1. A student must submit a formal DSCW (withdrawal) request.
2. Withdrawal approval is required before release can be issued.
3. Compassionate or compelling circumstances must be supported by evidence for release within the principal course.
4. GCA will assess the transfer student's circumstances in good faith and remind the students of their obligation not to breach their own student visa conditions, including the requirement to maintain enrolment, attendance, and satisfactory course progress in accordance with the ESOS Act and National Code Standard 8 (Overseas Student Visa Requirements).
5. Approval of a student transfer is an administrative decision however:
 - Releasing is subject to regulatory criteria and is not automatically granted upon withdrawal approval.
 - A student will not be released solely because their withdrawal has been approved.
 - The justifications for both withdrawal and release must be aligned and clearly documented upon application.
 - Before a student can be released to transfer to another provider, they must first complete the DSCW withdrawal process.
 - Granting a release is contingent upon the proper completion and approval of the DSCW process. Students will be advised to seek Department of Home Affairs guidance regarding visa implications.



6.0 FEES, REFUNDS, AND FINANCIAL OBLIGATIONS

- GCA does not charge any fee for release or transfer requests, as required under Standard 7.
- Refunds will be processed in accordance with the GCA Refund Policy and applicable legislation.
- Students must ensure all outstanding fees are paid before a withdrawal or release can be finalized.
- Students are responsible for reviewing their Offer Letter, ESOS obligations, and visa requirements.

7.0 TRANSFERS BEFORE COMPLETING SIX MONTHS OF THE PRINCIPAL COURSE

Students must remain studying with their principal course provider for the first full six months unless:

- The provider or course is no longer registered.
- The course is no longer delivered.
- The provider grants a release, subject to conditions.

8.0 TRANSFERS AFTER COMPLETING SIX MONTHS OF STUDY OF THE PRINCIPAL COURSE

After completing full six months of study of the student principal course, students may transfer to another CRICOS-registered provider without requiring a release letter.

Although there is no restriction on students enrolling with a new provider after this period, GCA reserves the right to approve or decline the withdrawal request in accordance with:

- The ESOS Act 2000
- The National Code of Practice 2018 (Standard 7)
- Guidance from the Commonwealth Ombudsman Providers Assessing-Compassionate-or-Compelling-Circumstances

The outcome of a withdrawal request will be determined based on whether the student's reason for withdrawal and transfer is supported by compelling or compassionate circumstances, as defined by regulatory standards and school policy.

9.0 STUDENT RESPONSIBILITIES

- Submit the transfer or release request with full reason and supporting documentation
- Maintain enrolment, attendance, and academic engagement until the transfer or release request is approved
- Ensure all tuition and other fees are paid
- Understand visa implications for any transfer
- Cooperate in providing further evidence if requested



10.0 GCA RESPONSIBILITIES

- Assess transfer/release requests within 20 working days
- Ensure decisions are based on documented evidence and best-interest considerations
- Verify the authenticity of all evidence
- Provide a written outcome explaining the decision
- Inform students of their right to appeal
- Process PRISMS reporting promptly

11.0 APPEALS

If a transfer or release is refused:

- Students may lodge an internal appeal within 20 working days of the decision
- Appeals will be reviewed within 20 working days
- During the appeal process, the student must maintain attendance and enrolment

12.0 RECORDKEEPING AND REPORTING

All documentation, evidence, decisions, emails, and forms will be securely stored for two years after the student ceases enrolment, in compliance with ESOS requirements

Approved releases and withdrawals will be reported in PRISMS within required timeframes

Records will be made available during audits or regulatory review

13.0 POLICY REVIEW

This policy is reviewed annually or when legislative or regulatory changes occur.

REFERENCE:

[DEFERRAL-SUSPENSION-CANCELLATION-WITHDRAWAL-POLICY-V5-1.pdf](#)

[Overseas Students Ombudsman fact sheet](#)

[Factsheet_student transferring-between-education-providers-links-fixed-A1576260.pdf](#)



GLOBAL COLLEGE AUSTRALASIA

RTO No: 45088 CRICOS CODE 03564F

Moore Street Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus 176 Wellington St,
East Perth, WA 6004
General Enquiry: 1300 886 340
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au