

## Overseas Student Transfer Policy & Procedure

Policy Name	Overseas Student Transfer Policy & Procedure
Constructed /Reviewed by	Executive/Board
Review	Last Review March 2023 Next Review March 2025



successful in securing a place after an approved release by the student's current education provider, the School will liaise with the provider for the transfer of CAAW and update PRISMS.

#### Active recruitment

The School will not actively recruit an overseas student who is already enrolled at another registered provider, regardless of whether or not they have completed six months of the course.

#### Determination of suitability for transfer

The School will not accept an overseas student who is seeking to change registered providers because of poor grades, poor attitude to study, disciplinary action taken by the school, or when the transfer can be considered detrimental to the overseas student.

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- o a traumatic experience such as involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime, and this has impacted the overseas student (these cases should be supported by police or psychologists' reports)
- x The School has failed to deliver the course as outlined in the overseas student's Enrolment Agreement;
- x There is evidence that the overseas student's reasonable expectations about their current course are not being met;
- x There is evidence that the overseas student was misled by the School or an education or migration agent regarding the School or its course and the course is therefore unsuitable to their needs and/or study objectives
- x An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student.

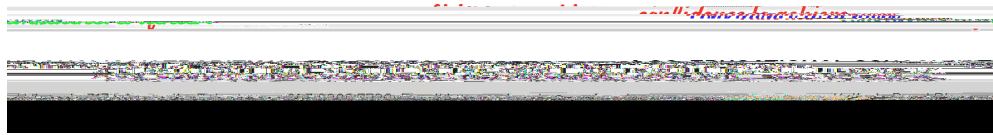
Reasonable grounds for refusal of transfer

The School will not grant a transfer request

- x The move to another registered provider would be detrimental to the overseas student. This will be discussed with the overseas student, Local Support Person and the overseas student's parents or
- x The move to another registered provider is to avoid issues that can be resolved by the School

Overseas students aged under 18

If the student is under 18 years of age, the School must ensure that the student is accompanied by a parent or guardian who is a resident of New Zealand.



## Refused requests

If the transfer request was refused, the overseas student will be notified in writing regarding the reasons for refusal and their rights to appeal the decision under the School's Complaints and

