
This policy outlines Gilson College commitment to upholding the principles and requirements of **Standard 7** of the *National Code 2018*, which regulates the transfer of overseas students between registered providers and the College's approach to managing overseas student transfer requests **to and from other CRICOS-registered providers** in accordance with the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code 2018*, specifically Standards 7.2, 7.5, and 7.6.

1. Definitions

- **Principal Course:** The main course of study undertaken by an overseas student.
- **Registered Provider:** A provider approved by CRICOS to offer courses to overseas students.
- **Letter of Release:** No longer required post-2023 but included if relevant under transition arrangements.

2. Policy Statement

Gilson College is committed to acting ethically and in compliance with the **ESOS Act 2000** and associated National Code obligations. In accordance with **Standard 7 – Overseas student transfers**, the school **will not knowingly enrol or actively recruit** an overseas student who is currently enrolled with another CRICOS-registered provider **before the student has completed six months of their principal course**, unless:

- The student has obtained a valid **Letter of Release** from their current provider (if applicable under pre-2023 arrangements), or
- The transfer is permitted under **Standard 7 exemptions** (e.g. provider default, cessation of course, or other exceptional circumstances), or
- The student has completed the required period of study in their principal course.

3. Recruitment and Enrolment Procedures

- All applications from overseas students will be checked against PRISMS to determine current enrolment status and course history.
- Enrolment officers and education agents acting on behalf of the College are **prohibited from encouraging or facilitating transfers** that are in breach of Standard 7.

- Any prospective enrolment that could potentially breach these conditions must be escalated to the International Programs Coordinator or Principal for compliance review.

3.1 Transfers To Another Provider (Standard 7.2)

Gilson College will not restrict a student's ability to transfer to another registered provider **after the student has completed six months of their principal course**.

Before six months have passed, a transfer request will be considered and granted where:

- The transfer is in the **best interests of the student**
- The student provides a **valid offer letter** from another CRICOS-registered provider
- Compassionate or compelling circumstances exist (e.g. medical, psychological, family reasons, course not meeting expectations)
- The student is at risk of not achieving satisfactory course progress at [School Name]
- The current course is no longer available or suitable
- A parent/guardian or welfare provider (if under 18) supports the transfer
- The transfer supports the student's long-term education goals

Transfer requests may be refused if:

- The transfer is not in the student's academic or personal best interest
- The student has not accessed student support services offered
- The transfer appears to be for avoiding attendance, academic, or behaviour issues
- The student has outstanding fees or financial obligations

In such cases, the student will receive a **written explanation and be informed of their right to appeal**.

3.2 Transfers From Another Provider (Standard 7.5)

Gilson College will not knowingly enrol a student currently enrolled at another CRICOS-registered provider **unless**:

- The student has completed **six months of their principal course**; **OR**
- The student has a **valid letter of release** (if applicable); **OR**
- The student's current provider **has ceased to operate**, or their course has been cancelled; **OR**
- The student's visa conditions or enrolment circumstances allow the transfer under the ESOS framework

All applications will be verified through PRISMS to ensure compliance.

3.3 Complaints and Appeals (Standard 7.6 and 10)

If a transfer request is **refused**, the student will be provided with a **written notice** that includes:

- The **reasons for the refusal**
- Their **right to access the College's internal complaints and appeals process**, and
- Notification that they have **20 working days** to lodge an appeal, in accordance with **Standard 10 of the National Code 2018**

During this 20-working-day period, and throughout the appeal process:

- The student's enrolment will be **maintained**
- The provider will **not finalise the refusal to release** or any associated change to the student's enrolment in **PRISMS** until one of the following has occurred:
 1. The **appeal process is completed** and the outcome supports the provider's decision,
 2. The student **does not lodge an appeal** within the 20 working days,
 3. The student **withdraws** from the appeal process in writing

If the student is not satisfied with the outcome of the internal appeal, they may request an external review through the **Overseas Student Ombudsman** or the relevant **state education authority**.

All appeal processes are free of charge and managed in line with the College's **Complaints and Appeals Policy**, which is available on request and published in the **Overseas Student Handbook**.

3.4 Procedure for Transfer Requests

To transfer to another provider:

1. Submit a written transfer request with reasons and supporting documents
2. Attach an offer letter from the receiving institution
3. If under 18, include parent/guardian approval and confirmation of welfare arrangements
4. The school will assess the request within 10 working days

To transfer from another provider to Gilson College

- Enrolment officers must verify the student's course and visa history in PRISMS
- Enrolment can only proceed if compliant with transfer requirements

4. Records and Reporting

All decisions, applications, correspondence, and outcomes will be recorded on the student file and reported through PRISMS where required.

5. Staff and Agent Responsibility

All staff involved in international enrolment, as well as authorised education agents, must be aware of and act in accordance with this policy. Breaches of this policy may result in disciplinary action or termination of agency agreements.

6. Related Documents and References

- Education Services for Overseas Students (ESOS) Act 2000
 - National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 7)
 - PRISMS (Provider Registration and International Student Management System)
 - Complaints and Appeals Policy
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