International Student Transfer Policy

Policy ID	INT-S07-POL	**Applies To**	International students seeking to transfer to another registered education provider, and their parents/legal guardians, education agents, and authorised representatives.

1. PURPOSE AND SCOPE

Purpose

This policy establishes the requirements and processes governing requests by international students to transfer to another registered education provider.

The policy ensures that transfer requests are managed fairly, consistently, and in accordance with the Education Services for Overseas Students (ESOS) Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and relevant student visa requirements.

The policy also ensures that the educational interests, welfare, and support needs of international students are appropriately considered when assessing transfer requests, particularly where Moreton Bay Boys' College holds responsibility for a student's accommodation and welfare arrangements.

Scope

This policy applies to:

- All international students enrolled at Moreton Bay Boys' College on a Student Visa (subclass 500);
- International students seeking to transfer to another registered education provider before completing six months of their first registered school sector course;
- International students under 18 years of age for whom Moreton Bay Boys' College holds responsibility for accommodation and welfare arrangements through a Confirmation of Appropriate Accommodation and Welfare (CAAW);
- Parents, legal guardians, education agents, and representatives acting on behalf of international students in relation to transfer requests; and
- Staff responsible for assessing, approving, recording, and administering international student transfer requests.

This policy applies to transfers from Moreton Bay Boys' College to another registered education provider and should be read in conjunction with the College's Accommodation and Welfare Policy, Complaints and Appeals Policy, and International Student Written Agreement..

2. POLICY STATEMENT

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
    a) If the student's course or school becomes unregistered
    b) The school has a government sanction imposed on its registration
    c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
    d) If the student is granted a release in PRISMS.
2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.
3. Moreton Bay Boys' College will only release a student before completing the first six months of their first registered school sector 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 school.
    b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Moreton Bay Boys' College's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
    c) The student provides evidence of compassionate or compelling circumstances.
    d) Moreton Bay Boys' College fail to deliver the course as outlined in the written agreement.
    e) The student provides evidence that their reasonable expectations about their current course are not being met.
    f) The student provides evidence that he / she was misled by Moreton Bay Boys' College or an education or migration agent regarding Moreton Bay Boys' College or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
    g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
    h) Any other reason stated in the policies of Moreton Bay Boys' College.
4. Students under 18 years of age MUST also have:
    a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
    b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
5. Moreton Bay Boys' College will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
    a) The student's progress is likely to be academically disadvantaged

b) Moreton Bay Boys' 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

e) School fees have not been paid for the current term/semester.

6. To apply for transfer to another provider, students need to:

a) Complete an Application for Student Transfer Form available from the International Office

b) Give this completed application form and a valid offer of enrolment from another provider to the International Office for assessment.

c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.
In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Moreton Bay Boys' College, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

7. Moreton Bay Boys' College will assess the student's transfer request application and notify the student of a decision within 6 working days.

8. If Moreton Bay Boys' College grants the student's transfer request, the student will be notified, and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.

9. If Moreton Bay Boys' College intends to refuse the student's transfer application request, Moreton Bay Boys' College will provide the student with reasons for refusal in writing and include a copy of Moreton Bay Boys' College 's complaints and appeals policy (available on the College website). The student has the right to access Moreton Bay Boys' College 's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

a) the student confirms in writing they choose not to access Moreton Bay Boys' College 's complaints and appeals process, or

b) the student confirms in writing they withdraw from any appeals process they have commenced, or

c) the appeals process is completed, and a decision has been made in favour of the student or Moreton Bay Boys' College.

10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: https://immi.homeaffairs.gov.au/help-support/contact-us.

Student who are no longer subject to the transfer restriction but [Moreton Bay Boys' College] where holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:

a) Written evidence that the student's parent(s)/legal guardian supports the transfer application

b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

12. To apply for transfer to another provider, students need to:

a) Complete an Application for Student Transfer Form available from the International Office.

b) Give this completed application form and a valid offer of enrolment from another provider to the International Office for assessment and response within 6 working days.

c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.

In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Moreton Bay Boys' College in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

13. Moreton Bay Boys' College will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 6 working days.

Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: https://immi.homeaffairs.gov.au/help-support/contact-us.

3. ROLES & RESPONSIBILITIES

Role	*Responsibility*
Principal	Provides oversight of compliance with this policy and approves significant policy changes.
Director of International	Oversees the assessment and management of transfer requests and ensures compliance with ESOS and National Code requirements.
International Coordinator	Processes transfer applications, maintains records, communicates outcomes, and manages PRISMS reporting requirements.
International Student	Provides all required documentation, participates in the assessment process, and complies with policy requirements.
Receiving Provider	Where applicable, accepts responsibility for accommodation, support, and welfare arrangements for students under 18 years of age.

4. PROCEDURE

1. International students seeking to transfer to another registered education provider must submit a completed International Student Transfer Request Application together with all required supporting documentation.

2. Applications must include:

- a valid Letter of Offer or Confirmation of Enrolment from the receiving provider;
- evidence supporting the reason for the transfer request, where applicable; and
- for students under 18 years of age, written support from a parent or legal guardian.

3. The College will assess transfer requests in accordance with:

- the Education Services for Overseas Students (ESOS) Act 2000;
- the National Code of Practice for Providers of Education and Training to Overseas Students 2018;
- student welfare considerations; and
- the student's educational progress and best interests.

4. Where the College holds responsibility for a student's accommodation and welfare arrangements through a Confirmation of Appropriate Accommodation and Welfare (CAAW), the College will not approve a transfer until appropriate alternative welfare arrangements have been confirmed in accordance with legislative requirements.

5. The College may approve or refuse a transfer request based on the circumstances outlined in this policy and applicable legislation.

6. Students will be advised of the outcome of their application in writing within six working days of receiving all required documentation.

7. Where a transfer request is approved:

- the College will complete any required PRISMS reporting;
- accommodation and welfare responsibilities will be transferred in accordance with legislative requirements; and
- relevant records will be maintained on the student's file.

8. Where a transfer request is refused:

- the student will be advised of the reasons for the decision;
- the student will be provided with information regarding the College's Complaints and Appeals Policy; and
- the transfer request will not be finalised until any appeal process has concluded or the student has advised they do not wish to access the appeals process.

9. The College will maintain records of all transfer requests, supporting documentation, decisions, correspondence, and PRISMS notifications in accordance with College record-keeping requirements.

5. SUPPORTING INFORMATION

Legislative References

- Education Services for Overseas Students (ESOS) Act 2000
- Education Services for Overseas Students Regulations 2019
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Migration Act 1958
- Migration Regulations 1994

Related Documents

- International Student Entry Requirements and Enrolments Policy
- Accommodation and Welfare Policy
- International Student Deferment, Suspension and Cancellation Policy
- Complaints and Appeals Policy
- International Student Written Agreement
- International Student Transfer Request Application
- International Student Transfer Procedure

Definitions

Term	*Definition*
CAAW	Confirmation of Appropriate Accommodation and Welfare. A document issued through PRISMS confirming that the College accepts responsibility for a student's accommodation, support, and general welfare arrangements.
First Registered School Sector Course	The first CRICOS-registered school course in which an international student is enrolled in Australia.
International Student	A student who holds a Student Visa (subclass 500) and is enrolled at Moreton Bay Boys' College.
PRISMS	Provider Registration and International Student Management System, the Australian Government system used to manage international student enrolments and visa-related reporting requirements.
Receiving Provider	A registered education provider that has made an offer of enrolment and is seeking to accept the transfer of an international student from Moreton Bay Boys' College.
Transfer Request	A formal application submitted by an international student seeking approval to transfer to another registered education provider.
Welfare Responsibility	The responsibility accepted by a registered provider for a student's accommodation, support, and general welfare arrangements under the ESOS framework and National Code requirements.

6. DOCUMENT CONTROL

The following accountabilities apply to this document:

Policy Owner	Director of International
Policy Approver	Principal

The review cycle for this policy is every year:

Last Approved	December 2025
Next Review	December 2027

The following revisions have been made to this document:

Version	*Date*	*Summary of Material Changes*
4.0	06 2026	Third Review – updated to new policy template
3.0	12 2025	Second Review – updated to separate MBC from MBBC
2.0	10 2024	First Review – updated to new policy template
1.0	07 2022	Policy Creation