

Wahroonga Adventist School

Information on Student Transfers

Introduction

From time to time overseas student may wish to transfer to another provider or another course or both. This sheet provides information on the process students would use in seeking to transfer to another provider.

The transfer process is further complicated when the provider has approved the welfare and accommodation arrangements of the student seeking transfer.

Transferring to another provider

How do I transfer to another provider?

A student wishing to transfer to another provider should do so on the “Application for Student Transfer / Letter of Release” available at the School office?

Are there any restrictions on when a student can transfer?

Yes, Students are not able to transfer in the first six months of their principal course. In addition the School will require one (1) terms notice for terminating enrolment.

Are there conditions placed on the transfer?

Yes, The School will insist that a student:

- show a valid letter of offer from the new provider with the date where the new provider will take responsibility for approving accommodation.
- successfully sign out before a letter of release is granted.

Does the student have the right to appeal?

The student has the right to appeal at any stage of the process including the right to appeal to an independent body as per the complaints and appeals guidelines

If in the first six months of the principal course on what grounds is approval to transfer likely to be denied?

- The student’s progress is likely to be academically disadvantaged
- The School is concerned that the student’s application to transfer is a consequence of the adverse influence of another party
- Any other reason stated in the policies of the School particularly the termination of enrolment policy and the fee refund policy.

If in the first six months of the principal course on what grounds is approval to transfer likely to be given?

- It has been agreed by the School that the student would be better to change welfare and accommodation arrangements and this accommodation is no longer within a reasonable travelling time of the school
- It has been agreed by the School that the student would be better placed in a course that is not available at the College.