Captain Cook Institute Pty Ltd trading as
George Brown College
Level 4, 56-58, York Street, Sydney NSW 2000
+612 9279 4949

Overseas Student Transfer between Colleges

The National Code restricts approved providers of courses to overseas students from enrolling transferring students prior to the student completing 6 months of their principal course of study.

This policy is designed to ensure that George Brown College does not enroll any transferring overseas student prior to 6 months of their principal course being completed, unless that student has a valid Letter of Release agreeing to such a transfer, or if other specific conditions are met.

This policy also details the procedures for assessing applications to transfer from George Brown to another registered provider within the initial 6 months of a student's principal course.

Policy - Student transfers to GBC

George Brown College will not recruit or knowingly enroll a student wishing to transfer from another registered provider prior to the student completing 6 months of their principal course of study except in the following circumstances:

- The original registered provider has provided a written Letter of Release;
- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- The original registered provider has had a sanction imposed on its registration by the government that prevents the student from continuing their principal course of study;
- A government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Overseas students seeking to transfer to George Brown College must comply with the College's admissions procedures and meet the course entry requirements.

Policy - Student transfers out of GBC

The overseas student will present, in person, to the Customer Service Manager and will submit an Application for cancellation//Withdrawal along with the Letter of Offer from another registered provider. The Customer Service Manager will meet the student and will discuss the reason for withdrawal. The Customer Service Manager will note down all the points discussed in the meeting and will take the file for decision to the PEO.

George Brown College will generally agree to a request from an overseas student to transfer to another registered provider prior to completing 6 months of their principal course with George Brown College; however in assessing such a request the following factors will be taken into account:

- The student requesting a transfer does not have a clear understanding of what the transfer represents to their study options;
- The student has not made an attempt to discuss the reasons for seeking a transfer with Customer Service Manager first;
- The student has outstanding course fees owing to George Brown College;
- It is suspected that the student is seeking to transfer to another registered provider only to avoid being reported to the Department of Education and Training for failure to meet academic progress requirements.

Where it is assessed that one of the above factors applies, the student's request for a Letter of Release may be refused.

When the College does not grant a Letter of Release, the student will be provided with a letter outlining the decision to refuse the request and informing the student of their right to appeal the decision through the College's complaint and appeal policy.(refer to Letter Refusing Release).

Where a Letter of Release is granted, it will be issued to the student at no cost and will advise the student of the need to contact DIBP to seek advice on any implications to their student visa. Students will be advised of the outcome

of the assessment of their request within 10 working days of the request being submitted with the Letter of Offer from another registered provider.

Letters of Release will always be provided when, or if:

- George Brown College's registration or accreditation has been revoked;
- Sanctions imposed on the College by the government prevent the student from continuing in the course;
- A government sponsor deems that the transfer is in the best interests of the student.