Student Transfer Request Policy

Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

Students, along with their parent(s)/guardian, can apply for a letter of release to enable them to transfer to another education provider.

Shore will only provide a letter of release to students in their first six months of their principal course in the following circumstances:

a. It has been agreed by the school the student would be better placed in a course not available at Shore.

b. Any other reason stated in the policies of the school

Shore will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

a. The student's progress is likely to be academically disadvantaged

b. Shore is concerned that the student's application to transfer is a consequence of the adverse influence of another party

In order to apply for a letter of release, students, along with their parent(s)/guardian must have a letter from the receiving provider that a valid offer of enrolment has been made.

Students and their parent(s)/guardian must also have;

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

b. Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative

c. Evidence that the student is always in DIAC approved welfare and accommodation arrangements

All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

Students whose request for transfer has been refused may appeal the decision in accordance with Shore's complaints and appeals policy. The complaints and appeals policy is available in the Overseas Student Handbook.