



CANNING  
COLLEGE

CPC: 00463B

## Transfer Policy and Procedure

### Students Applying for Transfer to Canning College

Students transferring to Canning College must fully comply with DIBP<sup>^</sup> Change of Provider requirements < <http://www.immi.gov.au/Study/Pages/changing-courses.aspx> >

<sup>^</sup> Department of Immigration and Border Protection.

Canning College will not knowingly enrol an international student wanting to transfer from another provider prior to the student completing six months of the principal course except where:

1. The original provider has ceased to be registered or the course in which the student is enrolled is no longer offered
2. The original provider has issued a written letter of release\*
3. The original provider has had a sanction imposed on its registration by the appropriate regulatory authority that prevents the student from continuing the principal course
4. The original provider is in a status of Provider Default as defined by ESOS and TPS legislation
5. The government sponsor of the student considers the change to be in the best interests of that student and has provided written support for that change.

Requirements:

1. Fully completed Application Form.
2. Any evidence of English language proficiency.
3. Recent academic **and** attendance records as required.
4. Passport and OSHC membership details.
5. If the applicant is under 18 years of age, then, written support for the application must be provided by the parents/official guardian/registered local carer.
6. If appropriate, a Letter of Release from the previous provider or the provider of the principal course.
7. If relevant, students must provide details of any current student default and/or current SVP arrangements.

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\* The condition does not prohibit the student from obtaining a Letter of Offer from Canning College. Such a document may be required by another provider so that a Letter of Release may be issued.