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 can apply for a letter of release to enable them to transfer to another education provider. However, if the student is under 18 years of age, conditions apply.

Students under 18 years of age MUST also have;
1. Written evidence that the student’s parent(s)/legal guardian supports the transfer.
2. 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
3. Evidence that the student is always in DIAC approved welfare and accommodation arrangements

Mueller College will only provide a letter of release to students in the first six months of their principal 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) It has been agreed by the College the student would be better placed in a course that is not available at Mueller College.
   c) Any other reason stated in the policies of Mueller College or at the discretion of the College Principal.

Mueller College 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) Mueller College 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 must have a letter from the receiving provider that a valid offer of enrolment has been made.

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 Mueller College’s complaints and appeals policy.