

5. Nambour Christian College will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) Nambour Christian College is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
 - e) School fees have not been paid for the current term/semester.
6. To apply for transfer to another provider, students need to:
 - a) Complete an Application for Student Transfer Form available from the College Registrar.
 - b) Give this completed application form and a valid offer of enrolment from another provider to Head of College for assessment.
 - c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.
 In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Nambour Christian College, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
7. Nambour Christian College will assess the student's transfer request application and notify the student of a decision within 10 working days.
8. If Nambour Christian College grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.
9. If Nambour Christian College intends to refuse the student's transfer application request, Nambour Christian College will provide the student with reasons for refusal in writing and include a copy of Nambour Christian College's complaints and appeals policy (available on the NCC website). The student has the right to access Nambour Christian College's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:
 - a) the student confirms in writing they choose not to access Nambour Christian College's complaints and appeals process, or
 - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
 - c) the appeals process is completed and a decision has been made in favour of the student or Nambour Christian College.

11. Students under 18 years of age MUST have:

- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
- b) Written confirmation that the receiving provider will accept responsibility for and communicate with the