Policy for Transferring to another Education Provider

University Senior College (USC) is entitled to determine the circumstances in which it may provide or refuse to provide a letter of release. This policy takes effect from 1 July 2007.

A Letter of Release will only be granted where the transfer will not be to the detriment of the student or their future studies.

A Letter of Release will be granted within 10 working days where a student meets the following conditions:

- Has completed 6 months of the principal course of study
- Is above the age of 18 years
- Has written parental consent
- Is meeting satisfactory attendance and course requirements.

A letter of release will NOT be granted to a student:

- If a student has not completed a minimum of 6 months of the principal course of study
- If USC forms the view that the student is avoiding trying to be reported to the Department of Immigration and Citizenship (DIAC) for failure to meet USC’s attendance or progress requirements
- If the student has not discussed a transfer to another provider with the Dean of International Students, who will then make an assessment about what is in the best interest of the student:
  - Whether there are compassionate and compelling circumstances and,
  - Whether the student is likely to succeed in his/her present course of study