

## Policy and Procedure Register updates – Summary of changes to:

### Transfer – subclass 500 (schools) visa procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>This procedure outlines the responsibilities of EQI staff and school staff and the process they follow to manage student requests withdrawal and transfer to another Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered provider. The procedure has been reviewed to remove internal transfer components as it is now considered a variation of enrolment and covered in another procedure.</p>		
<b>2. Summary of changes</b>		
<ul style="list-style-type: none"> <li>Removed internal transfer process – now included in the Student Management procedure. Internal transfer (change of school) is considered a variation of enrolment.</li> <li>Clarified and streamlined processes for ease of use.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
Director EQI	<ul style="list-style-type: none"> <li>Removed from the process</li> </ul>	2 6
<b>4. Communication and support for implementation</b>		
<p>Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG SS to RDs email, ISP News to principals.</p>		
<p>Procedure contact:</p> <p>International Student Programs          Department of Education International          Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia)          Email: <a href="mailto:EQInternational@qed.qld.gov.au">EQInternational@qed.qld.gov.au</a></p>		