



IMPORTANT INFORMATION READ FIRST BEFORE LODGING

International Students wishing to transfer to another CRICOS registered provider must apply via this form for a transfer.
 Step 1 - Request a meeting with the Compliance Manager/ Student Welfare Officer. A meeting will be arranged within 48 hours of a request. At this meeting you will be provided with copy of the *Standard 7 Overseas Student Transfers Policy and Procedures; Refund Policy and Procedure and Complaints and Appeals Policy and Procedure as signed on your Written Agreement/Contract with the College* or a more recent version you have signed and accepted (if you have);
 Step 2 - Ensure all of your fees are paid up to date (we are not required to provide a Release if you have not paid your fees due).

Step 3 - Request a Letter of Offer from the CRICOS Registered Provider you wish to transfer to.
 Step 4 - Once you have signed and lodged the Request for Transfer form and met all of the requirements as above, your request for transfer will be processed and you will be emailed the outcome within 9 working days.
 If unsatisfied with the decision refer to the College *Complaints and Appeals Policy and Procedure*.

NOTE: Any change to your enrolment may have implications on your student visa and you are strongly advised to refer to the Department of Home Affairs (DHA) website at: <https://www.homeaffairs.gov.au/Trav/Stud/More/Changing-courses> or phone: 131 881

FULL NAME: _____ DATE OF BIRTH: _____

CURRENT COURSE NAME AND CODES:

DATE of COMMENCEMENT INTO CURRENT COURSE: _____

END DATE OF CURRENT COURSE _____

REASON/S YOU WISH TO TRANSFER

NEW ENROLMENT DETAILS:
 PROVIDER NAME & CRICOS PROVIDER CODE _____
 COURSE AND CODE YOU WISH TO ENROL INTO _____
 DATE STUDY IS TO COMMENCE _____

STUDENT DECLARATION:

My fees are paid and up to date

I have received a copy of the Overseas Student Transfers Policy and Procedure
 Refund Policy and Procedure
 Complaints and Appeals Policy and Procedure

I am aware changes to my enrolment may affect my student visa and that I should seek advice from DHA

I have attached a Letter of Offer from the New Provider I wish to transfer to

Name Signature and Date _____

OFFICE USE ONLY

DATE REQUEST RECEIVED AND OFFICER DETAILS: _____

DOES STUDENT OWE ANY MONEY TO THE COLLEGE? IF SO PROVIDE DETAILS _____

REQUEST APPROVED REQUEST DENIED

Outcome recorded on PRISMS Emailed outcome to the student

Reason for decision:

APPROVED /REJECTED BY AND DATE _____

This form must be kept on the student file