

**NOTE. A \$200 administration fee will be applied to process this request.**

### STUDENT DETAILS

First Name	<input type="text"/>	Date Of Birth	<input type="text"/>
Middle Name	<input type="text"/>	Passport Number	<input type="text"/>
Last Name	<input type="text"/>	Visa Type	<input type="text"/>
Student ID	<input type="text"/>	E-mail	<input type="text"/>
Intake Date	<input type="text"/>	Contact Number	<input type="text"/>
Course Enrolled	<input type="text"/>		
Address	<input type="text"/>		

### PLEASE READ THE FOLLOWING

Tick the boxes as you go through.

- Complete all the sections and attach the required documents. Processing time is 14 working days.
- Pay all outstanding fees.

### APPLICATION FOR COURSE TRANSFER

**Reason:**

**Evidence:**

### APPLYING FOR A LETTER OF RELEASE

This section is for International students who are seeking a letter of release from the Institute.

Do you require a letter of release?

- NO - A letter of release is not required if you have studied more than 6 months of your principal course.
- YES - Attach a copy of your offer letter from the institution to which you wish to transfer.

### DECLARATION

I have read and understood the Institute's student transfer request assessment policy and procedures.

Student's Signature Here.

Date:

# POLICIES - REQUIREMENTS - CRITERIA - PROCESS

## TRANSFER REQUEST ASSESSMENT POLICY REQUIREMENTS

Evidence attached to support the application. The reasons stated in your application must meet the Institute's Transfer Request Assessment Policy requirements. If the reasons stated do not comply with the Institute's Transfer Request Assessment Policy, your application will be rejected.  
Please allow 14 working days for the processing time.

If you choose to appeal, you must continue to maintain the enrolment and attendance at all classes as normal, until the process is completed. If you choose not to attend classes during this period, you will be required to re-enrol.

## ASSESSMENT CRITERIA FOR A LETTER OF RELEASE

A letter of release will normally be granted under the following circumstances:

1. The Institute is unable to continue to provide the course;
2. The student can provide genuine evidence supporting compassionate and compelling circumstances;
3. The student can demonstrate they are experiencing threat to physical or mental health or safety by remaining at the Institute and can demonstrate clearly how this will be remediated through a transfer;
5. It has been agreed by the Institute that the student would be better placed in a course that is not available at the Institute.

A letter of release will normally not be granted under the following circumstances:

1. Change of mind. Students are able to apply for transfer to other courses within the Institute but will not be granted a release on the basis of simply changing their minds;
2. The student claims difficulty with the course but has not accessed the additional academic support available at the Institute;
3. The student claims difficulty with the course, however, the Institute believes that the student is capable of succeeding with extra support and effort;
4. The student has less than 25% of the course to complete;
5. The student has unsatisfactory academic progress;
6. The student has unsatisfactory attendance;
7. The Institute believes that the student is attempting to avoid being reported to DIBP for failing to meet the Institute's satisfactory course progress requirements;
8. The student's fees are in arrears;
9. The proposed transfer will jeopardise the student's progression through a package of courses;
10. Claims of financial hardship;
11. Claims of migration or representative agent error;
12. The student's progress is likely to be academically disadvantaged;
13. The Institute is concerned that the student's application to transfer is a consequence of the adverse influence of another party;
14. The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.

If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights of appeal using the Institute's Complaints and Appeals Procedure.

## THE APPEAL PROCESS

**Step 1** - If you are dissatisfied with the decision of the Institute you may access our internal appeals process by completing the Appeals Form. The Appeal Form must be lodged within 10 working days of receiving the refusal letter and the appeal process will be finalised within 10 days. You will receive an outcome in writing.

**Step 2** - If you are dissatisfied with the Institute's appeal process you may raise a complaint with external authorities such as the Overseas Student Ombudsman. During this period you are required to maintain your enrolment by continuing to attend classes regularly.

## OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

Staff Name: \_\_\_\_\_

*Staff Signature*

## ASSESSMENT CHECKLIST

- Six months of the principal course has been completed.
- The student has provided an offer letter from another provider.
- The student has given more than one month's notice.
- The student has provided sufficient evidence to demonstrate compassionate grounds.
- All tuition fees/material fees have been paid.
- All academic results and attendance requirements have been met.

## OUTCOME

- APPROVED       REJECTED

Comments

Decided by: \_\_\_\_\_

Date: \_\_\_\_\_