

REQUEST TO TRANSFER

This form is for student s who wish to apply for a transfer to another provider. Please ensure you have read and understood the transfer requirements from our transfer policy and the conditions of your visa. Please refer to ihbc.edu.au for more information and ensure you provide all required supporting documentation.

STUDENT DETAILS

First Name : _____ Student ID : _____
 Last Name : _____ Current Course : _____
 Phone No. : _____ Starting Date : _____ USI No : _____
 Address : _____ in Australia _____ Postcode : _____

OUTGOING TRANSFER

Name of potential new provider: _____
 Intended start date of transfer: _____
 Reason for transfer:

Have you sought advice from the Home Affairs on the impact of your Visa?
 YES NO
 Have you advised your Education Agent?
 YES NO
 Have you completed 6 months of your principal course?
 YES NO

INCOMING TRANSFER

Name of current provider: _____
 Start date of current course of study: _____
 Course:

I have provided a releas from my current provider.
 YES NO
 I meet the entry requirements of the course applied for.
 YES NO
 I have credentials/ SOAs and receipts of payment (if displaced)
 YES NO

DECLARATION

- I declare to the best of my knowledge that the information supplied on this form is true and accurate.
- I have read and understood the transfer policy.
- I have attached to this document all documents to support my application.
- I hav sought advice from the Department of Home Affairs for th impact on your visa? YES NO

Student Signature: _____ Date: _____

DECISION

TRANSFER APPROVED BY: _____ TRANSFER DENIED
 Date: _____ Date: _____

GROUND TO REJECT

1. Request is made within 4 weeks of start of study
2. We believe the transfer will be detrimental to the students studies
3. We believe the student is trying to avoid be reported to for lack of progress or poor attendance
4. New provider is not registered / is not supplying the same course
5. Course fees are outstanding / owed by the student.

ADVICE TO STUDENT

- Has the student been:
1. Advice that they can appeal this decision?
 YES NO
 2. Provided with the Complaints & Appeals process?
 YES NO
 3. Advised that they have 20 days to submit an appeal?
 YES NO