

STUDENT REQUEST FOR TRANSFER TO ANOTHER PROVIDER

This document is to be completed by the student when requesting a transfer to another CRICOS Registered Provider. The student is required to meet with the Administration Manager to ensure all outstanding fees are paid in full and provide a valid Letter of Offer from the Registered Provider they wish to transfer to. The Administration Manager will provide the student with the 'Standard 7 Overseas Student Transfers Policy and Procedures'; Refund Policy and Procedure; Complaints and Appeals Policy and Procedure and will notify the Academic Manager to finalise a transcript if applicable. The student will be notified via email of a decision within 10 working days.

Mr, Ms, Miss, Mrs

Student ID No. AIS _____

First name:	Family name:	
Address:	Suburb/Post code:	
Phone No:	Email:	
Course code:	Date of birth: / /	
Course name:	Start date: / /	End date: / /
Reason/s you wish to transfer:		
New Provider Name:	CRICOS Provider Code:	
New Course code:	Date study to commence: / /	
New Course name:		

Student Declaration

I have read and understood the following:

Any change to my enrolment may have implications on my student visa and am aware to contact the Department of Home Affairs (DHA) on 131 881 to confirm if a new student visa is needed and/or discuss how this change to enrolment will impact my student visa or to refer to DHA website at: <https://www.homeaffairs.gov.au/Trav/Stud/More/Changing-courses>

I declare, the information supplied on this form is true and correct and have provided a Letter of Offer from the new Provider I wish to transfer to. I understand I am to refer to the Complaints and Appeals Policy and Procedure in the AIS International Student Handbook if I am unsatisfied with the decision.

I have received the following Policy and Procedures from AIS:

- A copy of "Refund Policy and Procedure"
 A copy of "Complaints and Appeals Policy and Procedure"

Student signature: _____

Date: _____

To be completed by the Administration Manager and will provide the student with the outcome within 10 working days.

Does student owe any money to the college? Yes / No

If so, provide details: _____

Letter of Offer received

Application approved: Yes / No

If No, *please specify:*

- Outcome recorded on PRISMS
- Emailed outcome to the student
- Transcript processed (*if applicable*)

Application processed by:

Date: / /