

STUDENT REQUEST FOR TRANSFER TO ANOTHER PROVIDER



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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:		

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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:

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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: / /