

Student Details	
Student Name:	
Student ID	
Signature:	Date:
Postal Address:	
Suburb:	Postcode:
Qualification Code:	
Reason for Request:	
Student Declaration	
My fees are paid up to date?	<input type="checkbox"/>
I have received a copy of the Quality manual outlining: <ul style="list-style-type: none"> • Transfer Policy and Procedure • Refund Policy and Procedure • Complaints and Appeals Policy and Procedure 	<input type="checkbox"/>
I am aware changes to my enrolment may affect my Student Visa and I should seek advice from DIBP?	<input type="checkbox"/>
I have attached a Letter of Offer from the new provider I wish to transfer to?	<input type="checkbox"/>

New Enrolment Details

Provider Name:

Provider CRICOS
codeCourse name you
wish to transfer to:Course code you
wish to transfer to:Date study is to
commence

Bank details for refund (must be Australian bank)

Bank:

Account Name

BSB:

Account Number:

Please Note: Original Campus preferred method of payment of refunds is via an Australian Bank Account. Students are responsible for the fees associated with transferring the refund to an overseas bank account.

Office Use Only	
Is the Request Granted?	Yes / No (please circle)
Please provide reasons for decision:	
Have you sighted a letter of offer from another provider?	
Have you put a copy of the letter of release or refusal on the Students file?	Yes / No (please circle)
Signature:	Date:
Name:	
Position:	