

## Application for Transfer between Registered Providers

Personal Details			
Student No:		Date of Birth:	
Family Name:		Given Name/s:	
Postal Address:			
Contact Phone No:			
Academic Details			
Campus Location:			
Course Code:		Course Commencement Date:	
Summary			
<i>Please provide a brief description of your reason/s for requesting this transfer (if insufficient room attach a separate letter)</i>			
Supporting Documentation			
<input type="checkbox"/>	Letter explaining reason/s for request		
<input type="checkbox"/>	Evidence of Exceptional Circumstances (e.g. Doctors Certificate/s)		
<input type="checkbox"/>	Offer Letter from new provider		
Student Declaration			
<b>I hereby apply for Transfer Between Registered Providers and acknowledge that I have read and understood the College's Transfer Between Registered Providers Policy and Procedure and am aware of the requirements of the College's Refund Policy and Procedure.</b>			
Signature		Date	

### Note

- Standard 7 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) states that you must study with the education provider for the first 6 months of the principal course. The principal course is the final or the highest level of study to be undertaken by an international student.

- You may apply for release from your principal course in accordance with Danford College “Overseas Transfers Policy and Procedure”.
- International Students should not accept an offer at another institution unless Danford College has agreed to issue a Letter of Release. Please refer to Danford College Overseas Student Transfers Policy and Procedure for circumstances in which a Letter of Release may be granted or refused.

### Decision Process

- Your application will be considered based on the grounds provided by you on this Form and in accordance with Danford College Policies and Procedures. You will be issued with a letter within 10 working days either approving or not approving your release. If your request is not approved the letter will outline the reasons for non-approval and available options to you.
- The approval of transfer of a student to another institution does not indicate an agreement to provide any refund. Refunds are governed by the terms and conditions outlined in the Refund Policy and Offer Letter and Acceptance Agreement signed by the student.

This form is to be submitted to the College’s Student Administration section.

**For Office Use only:**

Receiving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved/Not Approved:**

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_