

Fact Sheet 1: Transferring to Another Training Provider *(Prior To Completing 6 Months of Your Course)*

Danford College does not accept notification of your intention to transfer to another training provider by advising one of our team members in person, or via telephone, SMS, email, fax. You must book in for an appointment with the Student Support Officer and complete and submit an “**Application to Transfer Between Registered Providers Form**” available at <https://www.danford.edu.au/ApplicationforTransferBetweenRegisteredProviders.html>

All Applications must be made in writing.

Step 1: Complete an “Application to Transfer Between Registered Providers Form”

The following must be completed in the application:

- a) Personal Details
- b) Academic Details
- c) Summary-brief description of the reason for requesting a transfer;
- d) Explanation of how the transfer will not lead to increased tuition costs, increased duration of studies, a lower level of support services at the new provider and effect the progression through a package of courses where appropriate.
- e) Supporting Documentation & Evidence-
 - Letter explaining reasons for request;
 - **Evidence** of exceptional circumstances;
 - Offer Letter from New Provider
- f) Student Declaration-Signed and dated

Step 2: Pay All Course Fees

You must pay all outstanding fees that are due for your principal course of study before any release or transfer can take place. For further information regarding your fees please send an email to support@danford.edu.au

Step 3: Attend a Meeting with the College

You are required to attend a meeting with the Student Support Officer, or delegate, to gain a full understanding of the circumstances and to assess your Application as it will be assessed on its own merits.

The Student Support Officer will assess the Transfer request considering the following:

- A consideration of your best interests;
- An assessment of any compassionate & compelling circumstances involved in the case;
- If you have any outstanding fees payable? (If you do, they must be paid before a ‘Letter of Release can be provided);
- If you are fully aware of the study issues involved in the transfer?
- If you are aiming to avoid being reported to the Commonwealth Department of Home Affairs for unsatisfactory course progress?

Step 4: Receive Written Response Outlining the Outcome of Your Application

The College will advise you of the outcome of the transfer request. This may be done via email. The College also encourages you to consider whether a change in enrolment breaches a visa condition. You can refer to the Department of Home Affairs website at: <https://www.border.gov.au/Trav/Stud/More/Changing-courses>.

Timeframe

The assessment procedure should not take more than 14 working days once you have submitted the necessary documentation to the Student Support Officer, or delegate. All requests, considerations, decisions and details of cancellation will be retained on your file for two years.