

Transfer Between Registered Providers FM 114A - International Student

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS

Note:

- Prior to completion of this form, you must read Procedure PR 114 A International Student Transfer between Registered Providers. This form applies to student visa holders who have applied to study at another institution and have not completed the first 6 calendar months of their principal (highest level) TAFE Queensland program and require a release letter from TAFE Queensland.
- Students who have been approved a visa under Streamlined Visa Processing (SVP) arrangements must provide an offer letter from a SVP provider. For more information on changing courses visit the Department of Immigration and Border Protection (DIBP) website www.border.gov.au.
- SVP students who have been granted a visa subclass 573 visa (Higher Education) must seek release direct with their University provider.

Section A - Student details *(applicant to complete)*

Student Number

Date of birth

Family name:

Given names:

Mobile

Email

Postal address

City / Suburb	State	Country	Postcode
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Please note: Your agent will be contacted regarding the outcome of your application

Current Program

Campus:

Section B - Transfer details *(please attach new letter of offer)*

Please provide details of the program and institution at which you have been offered a place

New Program

Expected commencement

New Provider

Section C - Reasons for applying for release

Please include your reasons on a separate letter and attach to this application if you require additional space

*Compassionate/compelling circumstances (refer to Section 6 of procedure). Give full explanation of compassionate/ compelling circumstances below (please attach supporting evidence).

*Other (refer to Section 4.15 of procedure) and state your reason below:

(Please provide as much explanation as possible as to why you require a letter of release so that we can more accurately assess your situation)

Section D - Student declaration

- Letter of Offer from your new provider
- Supporting documentation
- Approval Letter from parent or Legal Guardian (if under age 18)

Ensure you have attached:

Please note that your application will not be assessed until documentation is provided and the 10 working day period for assessment will not commence until all required documentation is received.

Note: It is important that you continue to attend classes whilst you are awaiting the outcome of your application.

TAFE Queensland is collecting the information on this form in accordance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to assist you in transferring between registered providers. Only TAFE Queensland officers, officers of the other provider, and Department of Immigration and Border Protection officers will have access to this information. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law.

- I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.
- I also declare that I have read and understood Procedure PR 114 International Student Transfer between Registered Providers prior to signing.

Signature of Student

Date

Office use only

Section E - Regional

Date application received:

Program/s of study	Program start and end dates
1	1
2	2
3	3

VEVO Check (visa type & expiry date)

Any fees outstanding?

 No Yes

If yes, total owing:

Is there any monies that will be applicable for transfer to the new Region? (transfer between TAFE Queensland Regions only)

 N/A No Yes

If yes, how much?

Streamlined Visa Processing (SVP)

 Yes No

University Partner

Agent Name

Regional Recommendation

Recommend release?

 Yes No

Reasons for recommendation

Director of International or delegated officer name:

Position:

Signature

Date

Staff Use Only

Section F - TAFE Queensland International

Date recommendation received:

Approved for release Not approved for release

Reasons for decision

Regional delegated officer name:

Position:

Signature

Date

Important information

TAFE Queensland will only issue a letter of release where it is satisfied that the conditions have been met as set out in **Procedure PR 114**. It is very important that you read this procedure thoroughly before you complete this form.

There are limited circumstances under which TAFE Queensland will agree to issue a letter of release:

- For students within the first six months of their principal program (highest level) the acceptable reasons are set out in section 4 of the procedure.
- For students who have not yet commenced the first six months of their principal program: e.g. they may still be studying ELICOS courses, so have not yet commenced their principal program, the only acceptable reason is compassionate/compelling circumstances.

Be sure that you understand these sections of the Procedure before you complete Section C of this form (Reasons for Applying for Release). International Students should not accept an offer at another Institution unless TAFE Queensland has agreed to issue the release letter.

Decision process

Allow at least 10 working days from lodgement for your application to be assessed. You will only be permitted to lodge your application if all required supporting documentation is included. You will then be issued with a letter advising you whether your release has been approved or refused. If refused, the letter will outline the reasons for refusal and the procedure for appeals. Whilst an application is being considered students will be expected to continue to attend and participate in all course activities, if not previously withdrawn from TAFE Queensland.

Supporting Documentation

Applications for a release letter will only be considered if you attach supporting documentation as follows:

- Offer letter from another provider
- Statement of reasons why you are seeking release together with other relevant supporting documentation
- **Students under the age of 18:** You must provide written confirmation by your parent/legal guardian to approve the request to transfer to another education provider. Additionally the institution you seek to transfer to must confirm in writing to TAFE Queensland that they accept responsibility for your support and general welfare arrangements and detail the start date for this arrangement to commence.