

Application to Transfer Between Registered Providers FM 114A - International Student

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

Note:

- Please refer to the International Student Transfer between Registered Providers (<http://tafeqld.edu.au/current-students/student-policies/international.html>) for further information about transferring 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 or semester whichever is shorter or 24 weeks (ELICOS) of their principal (highest level) TAFE Queensland course and require a release from TAFE Queensland.
International Students should not accept an offer at another Institution unless TAFE Queensland has agreed to approve a release.
- Allow at least 15 working days from lodgment of a full application to be assessed.
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considered students will be expected to continue to attend and participate in all course activities, if not previously withdrawn from TAFE Queensland.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 (please do not accept this offer until you have been advised of the decision)
- 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 provide the start date for this arrangement to commence.

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

Please note: Your agent will be contacted regarding the outcome of your application

Current TAFE Queensland Course

Campus:

When did you commence this course :

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

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

New Course Name

Expected commencement

New Provider Name

What is your intended last day of study at TAFE Queensland?

Section C - Reasons for applying for release

Please provide detailed reasons below for your request for release:

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

Ensure you have attached:

- Letter of Offer from your new provider
- Any relevant supporting documentation
- Approval Letter from parent or Legal Guardian (If under age 18)

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. 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.

Signature of Student

Date

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Section E - Office use only (International Administration Officer to complete)

1. Offer letter included? No Yes
If no, do not proceed with application
2. Is the offer valid? (Offer expired, CRICOS registered) Yes No
3. Has or will the student have completed 6 months of their principal course at the time of transfer? Yes No
If yes, no release is required, log a termination task (TER) and advise the student no release is required.
4. Date Application received
5. Under 18? Approval letter from Parent or legal Guardian Yes NA
6. VEVO Check Visa Type Visa Subclass Sector Expiry Date
7. Any fees outstanding past the due date? No Yes if yes, amount owing

Course/s of study (Finished, Current and Future)	Start Date	End Date
1.		
2.		
3.		
4.		
5.		
6.		

8. Is there any circumstances that should be considered as part of the application? (Attach any information which relates to the request, transcripts, intervention strategy etc.)

International Administration Officer or delegated officer name:

Position:

Signature

Date

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Section F – Office Use Only (TAFE Queensland International Senior Delegated Officer to complete)

Approved for release? Yes No

Please tick applicable release reason

<input checked="" type="checkbox"/>	Approved for release reason
<input type="checkbox"/>	The student will reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with TQ's intervention strategy to assist the student.
<input type="checkbox"/>	If the student demonstrates compassionate or compelling circumstances (documented in writing with any applicable supporting evidence supplied) which necessitates transfer to another provider (the responsibility is on the student to prove that it will be detrimental to them in some way to remain in the course).
<input type="checkbox"/>	TQ fails to deliver or continue to deliver the course as outlined in the letter of offer (written agreement).
<input type="checkbox"/>	If the student can provide evidence that his or her reasonable expectations about the current course are not being met.
<input type="checkbox"/>	The student provided evidence and has grounds to seek to change course to gain access to broader support through services not offered by their current provider.
<input type="checkbox"/>	The student can provide evidence that he or she was misled by TQ or an education or migration agent regarding the provider or its course and the course is therefore unsuitable to their needs and/or study objectives.
<input type="checkbox"/>	Where an appeal (internal or external) on another matter results in a decision or recommendation to release the student.
<input type="checkbox"/>	If the student can demonstrate that they are experiencing a threat to their physical or mental health or safety by remaining at TAFE Queensland and demonstrate clearly how this will be alleviated through a transfer
<input type="checkbox"/>	Any government sponsor considers the change to be in a student's best interest and written confirmation of this is provided.
<input type="checkbox"/>	Where a student has genuinely attempted previous studies at TQ but fails to meet entry requirements.
<input type="checkbox"/>	At the time of the application to transfer was submitted, the student had not completed 6 months of principal course but will have completed 6 months of the principal course at the time of commencement in the proposed new course with the receiving provider.
<input type="checkbox"/>	Other: provide detailed reasons for the approval in Reasons for the decision

Not Approved for release?

Please tick applicable release reason

<input checked="" type="checkbox"/>	Not Approved for release reason
<input type="checkbox"/>	The student has simply changed their mind about their course of study. It is expected that the student has made an informed decision prior to accepting their <i>Letter of Offer and Acceptance</i> ;
<input type="checkbox"/>	The transfer may jeopardise the students progression through a package of courses;
<input type="checkbox"/>	Where TQ believes that the student has made decisions post-enrolment regarding accommodation, employment, or travel that is not aligned with the requirements of their course;
<input type="checkbox"/>	The student is experiencing a course scheduling conflict with personal, work, or other non-study commitments;
<input type="checkbox"/>	The student does not have a valid enrolment offer from another CRICOS registered provider;
<input type="checkbox"/>	The student has outstanding fees for the current study period;
<input type="checkbox"/>	If a student is under the age of 18 and does not have written consent of their parent or legal guardian;
<input type="checkbox"/>	When TQ believes that a transfer at this time could be considered detrimental to the student.
<input type="checkbox"/>	If the student has not accessed support services available for assistance with study or personal issues;
<input type="checkbox"/>	If the student is trying to avoid being reported to the Department of Home Affairs - Immigration for failure to meet any of TQ's requirements.
<input type="checkbox"/>	If the student has not provided valid supporting documentation for a transfer;
<input type="checkbox"/>	Where a student has not genuinely attempted previous studies at TQ but fails to meet entry requirements;
<input type="checkbox"/>	Other: provide detailed reasons for the non-approval in Reasons for the decision

Further comments (if required)

TAFE Queensland International Senior Delegated Officer name:

Position:

Signature

Date

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