

Application to Transfer Between Registered Providers 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considered students will be expected to continue to attend and participate in all course activities, if not previously withdrawn from TAFE Queensland.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
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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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