



Provider Transfer Request Form

PLEASE READ BEFORE COMPLETING THIS FORM

This form is for Student Visa holders who wish to transfer to another registered education provider in Australia.

- International students who have not completed six months of their principal course may not be eligible to transfer to another provider except in certain circumstances.
- Students must complete all this form in full and return it along with all required documentation to Student Services for consideration.
- The transfer process will commence within 10 working days from the receipt of this application.
- Please also remember that the cancellation of your course enrolment may have implications for your student visa status here in Australia.

Part A: Student Details			
First Name		Family Name	
Date of Birth		Student ID	
Mobile		Email	
Course Name			
Starting Date		Finish Date	

TRANSFER DETAILS:

When did you start your English course at Australasia Language College? _____

Completed less than 6 months Completed 6 months or more

Name of your new course: _____

Name of new provider: _____

CRICOS Provider Number: _____

Contact Person: _____

Position: _____

Phone: _____ Email: _____

Do you have a valid Offer Letter from the New Provider? Yes No

(If yes, please attach a copy)

Why do you wish to transfer? _____



AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

Please give the reasons and attached any documents to support your transfer request

Do you require a Release Letter from Australasia Language College? Yes No
An acknowledge Letter will be issued within 5 working days if your transfer request is approved.

I declare that all the information above and in any supporting documentation is true and accurate.

Signature		Date	
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Office use only

Provider Transfer Request received:

Student Services Officer Signature: _____ Date: _____

Request Approved Request Refused

If refused, reason for refusal: _____

DOS Signature: _____ Date: _____

PRIVACY STATEMENT

Australasia Language College is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, Employment and Workplace Relations (DEEWR), the Department of Immigration and Border Protection pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Australasia Language College holds about you.

Global Education Ministry Incorporated T/A Australasia Language College
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