

TRANSFER REQUEST FORM

*This Application must be completed and lodged with the Administration Officer
Please see Transfer Request Policy & Procedure for more details and eligibility*

Student Name:	First/Given Names:		
	Surname:		
Student ID:			
Address:	Street Address:		
	Town/ Suburb:	State:	Postcode:
Phone Number:	Home:	Mobile:	
Email Address:			

Reason for requesting transfer

Attached additional pages if required

Signature: _____

Date: _____

Attach: Offer Letter from other provider and lodge completed Form to the Administration Officer

OFFICE USE ONLY

Offer Letter Attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	Finance updated	<input type="checkbox"/> YES <input type="checkbox"/> NO
Letter of Release Authorised	<input type="checkbox"/> YES <input type="checkbox"/> NO	DOS Signature:	_____
Notification to Student – Rejection		Date :	_____
Notification to Student – Letter of Release		Date :	_____
Notification to DIAC via PRISMS (If approved)		Date :	_____
Update student roll/attendance		Date :	_____
Update student register records		Date :	_____