



## STUDENT TRANSFER APPLICATION FORM

**PERSONAL DETAILS** (as shown on passport)

<b>Family Name</b>		<b>Given Name</b>	
<b>Address</b>			
<b>Email</b>		<b>Phone</b>	
<b>Principal Course</b>		<b>Commencement Date</b>	
<b>Agent Details</b>			

**REASON FOR TRANSFER REQUEST ( WHERE ENROLMENT IN THE PRINCIPAL COURSE IS LESS THAN SIX(6) MONTHS)**

- I am unable to achieve satisfactory course progress at the level of the course
- I have compelling or compassionate reasons
- The course is not being delivered as outlined in the written agreement
- I have reasonable expectations about my current course are not being met
- I was misled about the course by the registered provider / education agent / migration agent (circle applicable one) and the course is unsuitable to my needs and / or study objectives
- An appeal (internal or external) on another matter has resulted in a decision or recommendation to release me from my course

**PLEASE PROVIDE DETAILS TO SUPPORT YOUR REQUEST**

- Evidence in support of your compelling or compassionate circumstance
- Course reports and evidence of any study support put in place by AMA College
- Contact and communications with AMA College
- Attach additional papers if required
- Letter of Offer from the new Registered Training Organisation** (must be attached)

**DOCUMENTS PROVIDED**

- Overseas Student Transfer Procedure provided to Student
- Refund Policy provided to Student

<b>Student Signature</b>		<b>Date</b>	
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**OFFICE USE ONLY**



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Review the Overseas Student Transfer Procedure prior to making any decision. AMA College must formally notify the student of the outcome of their assessment within ten (10) working days. If a release is granted, it must be at no cost to the overseas student.

AMA College will not finalise the student's refusal status in PRISMS until the appeal finds in its favour, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student withdraws from the process.

### REQUEST APPROVED

- Letter to student to advise approval of transfer
- Student records updated and all records the request and supporting evidence have been copied and placed on the student's file
- The student has been advised to contact Department of Home Affairs regarding their Visa
- The student has been advised of fees to be refunded
- AMA College has notified the Department of Home Affairs of the transfer through PRISMS

### REQUEST NOT APPROVED

*Transfer is permissible after the student completes a minimum of six (6) months of study in their principal course (where applicable), and the student may appeal the decision.*

**Reason**

### STUDENT ACKNOWLEDGEMENT

<b>Student satisfied with the decision</b>	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No – student provided with the Complaints and Appeals Policy		
<b>Student Signature</b>		<b>Date</b>	

### AMA COLLEGE ACKNOWLEDGEMENT

<b>AMA College Representative</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	