

Overseas Student Transfer Application

Use this form to request a transfer to another education provider.

Please read the attached *Overseas Student Transfer Policy* before completing this form. The policy can also be accessed on the College's website at <https://citipointe.qld.edu.au/international/policies/>

Overseas students wishing to transfer from our College will need to complete this Overseas Student Transfer Application and comply with the Overseas Students Transfer Policy. The completed form can be emailed to the Registrar at enrolments@citipointe.qld.edu.au or submitted by mail to:

Citipointe Christian College 322
Wecker Road, Carindale
QLD 4152
c/o The Registrar

All the information fields in this form and any accompanying documents must be complete and submitted for student transfer assessment. Submission of incomplete information may delay the application process.

STUDENT DETAILS

Student name: _____

Year Level: _____

Current address in Australia: _____

Address in home country: _____

Phone number: _____

Email address: _____

APPLICATION DETAILS

Please indicate if any of the following apply:

- I have not yet completed the first six months of my first school sector course
- I am under 18 years of age
- I have completed the first six months of my first school sector course
- I am over 18 years of age

If you **have completed the first six months of first school sector course AND you are over 18 years of age**, you do not need to use this form.

If you **have not yet completed the first six months of your first school sector course**, please provide details of the reason(s) why you wish to transfer to another education provider.

i. Please indicate if any of the following apply and attach evidence where requested.

- You are providing evidence (attached) that you / your family have changed welfare and accommodation arrangements, and these are no longer within a reasonable travelling time from the College.
- The College supports your decision to apply for a course that it does not offer.
- You have received notice you will be reported because you are unable to achieve satisfactory course progress, even after receiving support from the College to assist you, in accordance with Standard 8 (Overseas student visa requirements) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
- You are providing evidence (attached) of compassionate or compelling circumstances.
- The College is unable to deliver the course in which you are enrolled as outlined in the written agreement.
- You are providing evidence (attached) that your reasonable expectations about your current course are not being met.
- You are providing evidence (attached) that you were misled by the College or an education or migration agent regarding the College or its course and the course is therefore unsuitable to your needs and/or study objectives.
- An appeal decision (internal or external) on another matter has been made or recommended in favour of your release from enrolment at the College.

ii. Please provide details of any other reason, with evidence if applicable, for why you wish to transfer to another education provider.

Enrolment offer from another registered provider

- Attach a valid enrolment offer / letter of offer from the education provider to which you wish to transfer.

If you are under 18 years of age

- If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the valid enrolment offer / letter of offer you are providing must also show that the receiving education provider will accept responsibility for approving your accommodation, support and general welfare arrangements from the date of your proposed release.
- If you are under 18 years of age, attach written confirmation from your parents or legal guardian showing that you have their support to transfer.

Please attach any other relevant documentation as evidence to support your application.

PROCESSING:

This form will be assessed once all documentation has been received. The College may ask for more documentation if it is deemed to be required.

Student signature

Date

Parent/Guardian signature (if student is under 18 years of age)

Date