

# Student Transfer Request Application Form

## International Student Program

Please read the attached Student Transfer Request Assessment Policy before filling out this application form to request a transfer to another education provider, if you have not yet completed the first six months of your first School sector course OR if you are under 18 years of age. The Student Transfer Request Form and Student Transfer Policy can be accessed on our website: [IGGS International Student Policies and Forms](#). There is no cost to students to submit this form to the School.

Contact Details			
<b>Student Name:</b>			
<b>Year Level:</b>		<b>House:</b>	
<b>Ipswich Girls' Grammar Boarder:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Cribb House</b> Chermside Road & Queen Victoria Parade Ipswich QLD 4305
<b>If you have ticked No for boarding please provide current Address in Australia:</b>	<b>Street Address:</b>		
	<b>Suburb:</b>	<b>Postcode:</b>	<b>State:</b>
<b>Address in home country:</b>			
<b>Home Phone No:</b>		<b>Mobile Phone No:</b>	
<b>Email Address:</b>			

**Please indicate if any of the following apply (Please Tick ✓):**

- 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

**Please note:** 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.

**Reason(s) for transfer:** \_\_\_\_\_

If you **have not yet completed the first six months of your first School sector course**, please provide details of the reason or reasons 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 School.
  - The School supports your decision to apply for a course that is not offered by this School.
  - You have received notice you will be reported because you are unable to achieve satisfactory course progress, even after receiving support from the School 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 School 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 School or an education or migration agent regarding the School 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 School.

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.

Attach any other relevant documentation as evidence to support your application.

Your application will be assessed once all documentation has been received within five working days. The School may ask for further documentation if it requires it.

The completed form can be emailed to [enrolment@girlsgrammar.com.au](mailto:enrolment@girlsgrammar.com.au) or given to the Enrolments Registrar at the Enrolments Office located in the main administration building of the School.

**Student Declaration**

I declare the information provided in this application is accurate and I have read and understood the information regarding the Complaints and Appeals Process of the School.

Student Name	Student Signature	Date
Parent 1 Name	Parent 1 Signature	Date
Parent 2 Name	Parent 2 Signature	Date

**Office Use Only**

Outcome: <b>Approved</b> <input type="checkbox"/>	Outcome: <b>Not Approved</b> <input type="checkbox"/>
Received: _____	Date: ____ / ____ / ____
Processed by: _____	Date: ____ / ____ / ____
Staff Signature: _____	Date: ____ / ____ / ____
Position: _____	Date: ____ / ____ / ____