

REQUEST FOR A TRANSFER OF PROVIDER

REQUEST TO TRANSFER FROM OTHER PROVIDER TO SOUTH SYDNEY COLLEGE	
REQUEST TO LEAVE SOUTH SYDNEY COLLEGE	
Have you submitted/ attached offer letter or CoE from another provider Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please note that this request will be followed up by an interview and you must allow 10 working days to be processed. Please fill out this form and submit to front desk.

Student Name			
Student ID Number			
Course (currently enrolled)			
CRICOS course code			
Course start date			
Date wish to transfer			
Address:			
Telephone/ mobile:		Email:	
Reason for your request to transfer:(Please explain)			
Signature:		Date:	
<i>Every request for a transfer must be assessed and you will be interviewed.</i>			
For Office Use:			
Receiver by:		Forwarded to:	

Checklist to be completed by Student Service Staff

Student Name	
Student ID Number	
Interviewed by	
Interview date & time	

Assessment of Request:

1. Is the student past the first 6 months of the first course? Details:	
2. All fees must be paid up to date.	
3. Has the student provided a letter from another registered provider confirming that a valid enrolment offer has been made?	
4. SSC must grant a letter of release if the above conditions have been met	
5. The release will be signed by the Principal	
6. Information is entered into the database and PRISMS	

Counselling process

7. If the student is close to completion of a unit or end of term we will advise the student to complete that term and the examinations.
8. Where the student is struggling with the academic work we will offer counselling as part of our intervention strategy. We will consider a change of course.
9. Provide information on the refund of fees.
10. We cannot release a student unless the destination is known. They must continue to be enrolled under the student visa conditions.
11. Any of the above may be reasonable grounds for refusing the request. Where SSC does not grant a letter of release, the student will be provided with written reasons for refusing the request and his or her right to appeal the decision.
12. Records of interviews and correspondence must be placed in the student files.
13. Information is entered into the database and PRISMS
14. After the checking, this request goes to the Principal.

For Office Use Only

Fee paid Yes <input type="checkbox"/> No <input type="checkbox"/>	DECISION	APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Database updated	PRISMS changes	Release letter <input type="checkbox"/>	Refusal letter <input type="checkbox"/>
Completed by (Name):		Signature & date:	