

TRANSFER OF PROVIDER REQUEST

STUDENT TO FILL OUT "PART A", "PART C, D and E"

OUTCOME/REPLY : will be emailed within 10 working days from date of application

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> English <input type="checkbox"/> Pathway (Certificate IV/TAP/Diploma/PQP)	Course Title:	
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please attach Approval Letter with Parents/Guardian' signature)		
Do you have a payment plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes (payment plan will be terminated and any outstanding fees must be paid)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (any outstanding fees must be paid)		

PART B – INSTRUCTIONS

1	As a Student Visa holder, it is your responsibility to read and understand the following information. If you do not understand this form or policy, you should contact an Interpreter Service (Phone – 131-450 or https://www.tisnational.gov.au/Home/Help-using-TIS-National-services/Contact-TIS-National)
2	Use THIS form if you are a Student Visa holder and you wish to undertake studies with another Higher Education provider. Students who intend to cease studying to return overseas should complete the ECC <i>Withdrawal (Pathway) Request</i> form.
3	Release must also be considered by ECU prior to a final outcome being advised.
4	Download, read and understand the following documents before completing this form: <ul style="list-style-type: none"> • ECC Transfer of Provider Policy (http://www.edithcowancollege.edu.au/policies) • Student Visa Factsheet: Transfer Provider (see end of checklist) • ECU International Student Re-Packaging, Release or Withdrawal Policy (http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000397)
5	Refer to the Checklist provided at the end of this form. Refer to documents listed at the bottom of the checklist under the heading "Further Information is available at:"

PART C – NEW PROVIDER DETAILS

Name of New Provider			
Intended Course		Offer effective from (day/month/year):	
<input type="checkbox"/> Copy of Letter of Offer from new provider must be attached to this application			

PART D – INFORMATION TO SUPPORT YOUR REQUEST

1.	I have asked for assistance with the problem I am experiencing	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, who did you see? <small>ECC Staff member:</small>	Date:
2.	I have accessed the free academic support at ECC	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, which session/s did you attend? <small>Session name:</small>	Date:
Please outline the reasons for your request in accordance with the ECC <i>Transfer of Provider Policy – Point 5</i>		
<input type="checkbox"/> Attached is my statement with the reason for my request		

PART E – STUDENT DECLARATION: I understand that (please tick):	
Australian laws state students must complete six months of their “Principal course of study” before changing or transferring between providers. (Principal Course of Study = final course of study eg. ELICOS + ECC + ECU Bachelors. Bachelors is the Principal Course of study).	
ECC will not authorize a transfer to another registered Provider unless ECC management believe that I have compelling or extenuating circumstances that make it detrimental (harmful) for me to stay enrolled at ECC.	
My current visa may be affected by a Transfer of Provider (see: DIBP for advice). I must remain in class until I receive the official outcome of this withdrawal application. I understand I generally have up to 28 days to leave Australia from the last day of ECC studies. If I wish to stay longer, I must seek DIBP approval as soon as possible (www.border.gov.au).	
It is my responsibility to update any changes to my circumstances by contacting the Department of Immigration and Border Protection (DIBP) (www.border.gov.au).	
There may be a risk to my Student Visa if I transfer to a lower level course (eg: Diploma to Certificate IV)	
Changing Provider will affect my pathway to study at ECU and I have discussed this with a ECC representative.	
This application is subject to Genuine Temporary Entrant assessment, as my original visa was issued by DIBP on the basis of my original course application.	
The outcome of this request will be sent to me in writing and I must remain enrolled until such time.	
All outstanding fees must be paid to ECC before this application can be considered.	
If my application for transfer to another Provider is approved by ECC, my application will be forwarded to ECU for an additional assessment, as only ECU issue a “Letter of Release”.	
If I am on a Payment Plan, it will be terminated (ended) and all fees owing must be paid before this application can be processed.	
If I have fees in credit, I can lodge a <i>Refund Request</i> Form (for accrued fees to be refunded into my nominated bank account or credit card). The amount refunded will depend on the date this Request was submitted – see Refund Policy	
Any Academic Penalties that apply will depend on the date of this Request was submitted – see Enrolment Policy	
I must read and understand the following Policies which can be found at: https://www.edithcowancollege.edu.au/policies and http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000397	<ul style="list-style-type: none"> • ECC Transfer of Provide Policy • ECC Refund Policy • ECC Enrolment Policy • ECU International Student Re-packaging, Release or Withdrawal Policy
I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as a result of my own decisions.	Student signature: Date:/...../.....

OFFICE USE ONLY			
ECC REPRESENTATIVE DECLARATION			
I declare that I have explained to the student how this application may affect their student visa. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.			
Special comments for consideration:		SAS Team member signature:	
		Date:	
PANEL – APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/>			
Position	Name	Signed	Date
Academic Director			
Message to student (outcome of application):			

TRANSFER OF PROVIDER CHECKLIST

1. Who can apply for a Transfer of Provider Request?

- You must have no outstanding fees – if you do have any fees owing, they must be paid immediately
- You have received a Letter of Offer from another provider; or
- You have a valid reason as per the ECC Transfer of Provider Policy and the ECU International Student Re-packaging, Release or Withdrawal Policy;
- If you are under 18, you need to book an appointment to see the Student Counsellor to obtain approval for the transfer of CAAW (Confirmation of Appropriate Accommodation/Welfare) arrangements.

2. What do you need to prepare?

- **Evidence and Supporting Documents for the reason of your Transfer of Provider Request.**
 - *Transfer of Provider Request* form – COMPLETE ALL SECTIONS
 - Obtain and provide a *Letter of Offer* from another provider
 - Evidence of support from DIBP of your intention regarding your Transfer of Provider
 - All documents and evidence to support your application

3. What you need to do?

- If you have a Revised/New Offer to study another course:
 - Read and understand ECC’s Transfer of Provider Policy;
 - Read and understand ECC’s Refund Policy;
 - Read and understand ECC’s Enrolment Policy – specifically sections 5.72, 5.10 and 5.11;
 - Read and understand ECU’s International Re-packaging, Release or Withdrawal Policy;
 - Refer to the “Further information” section on Page 2 of this Checklist.
- Pay all outstanding fees owed to ECC. If you are currently on Payment Plan, your plan will be cancelled and you must pay all outstanding fees before this application can be considered.
- Seek information and advice from DIBP about how this application for a Transfer of Provider may affect your Student Visa.
- If this application is approved by ECC and ECU, it is your responsibility to advise DIBP of the changes to your enrolment (new Provider, new course, etc.)

4. Conditions

- **Sections A, C, D and E** need to be completed and signed by yourself.
- **You must keep going to all classes, until you receive an email explaining the outcome of your application and what you need to do to maintain a valid visa.**
- **If approved, ensure you understand how this application will affect the marks/grades on your transcript (Section 5.7.2 of Enrolment Policy)**
- **You need to keep Department of Immigration and Border Protection (DIBP) up-to-date on any study changes (www.border.gov.au)**

5. How long will it take?	
<ul style="list-style-type: none"> ➤ Outcome of application will be emailed to you within 10 working days from date of application. ➤ If approved by ECC, your request will be forwarded to ECU for their assessment. <ul style="list-style-type: none"> ▪ You will need to keep attending classes, until hearing from ECC about the application being finalised by ECU. ▪ As a next step, your application will be sent to ECU for an additional assessment, as only ECU issues a “Letter of Release” ▪ Once your Application is successfully finalised, you will be informed by email. ▪ Finance team will contact you in regards to a Refund if applicable. 	
<ul style="list-style-type: none"> ➤ If unsuccessful, you will be informed of the outcome by email explaining the reason for the rejection. ➤ Instructions for the Complaints and Appeal process, will also be provided with the rejection 	

Further Information is available at:

- DIBP Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.border.gov.au
- ECC Complaints and Appeals Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Enrolment Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Refunds Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Transfer of Provider Policy - <http://www.edithcowancollege.edu.au/policies>
- ECU International Student Re-packaging, Release or Withdrawal Policy - http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000397
- Student Visa Factsheet: Changing Courses - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Course Variations - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Transfer Provider - <http://www.edithcowancollege.edu.au/documents-and-forms>