

Form checked, scanned, MAZE code (TOP1) entered by: SAS-MEMBER

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request received: By student in person

By email

## TRANSFER OF PROVIDER

**OUTCOME/REPLY** : will be emailed within 10 working days from date of receipt of a complete application

Submit your application in person or by email: [studentservices@edithcowancollege.edu.au](mailto:studentservices@edithcowancollege.edu.au)

<b>Use</b> this form for	For international students only, wanting to withdraw from studies at ECC and transfer to another education provider	
Do <b>not</b> use this form for	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and <b>not returning for future studies at ECC</b>	Please complete the "Withdrawal (all ECC courses)" form
	Withdrawing from current ECC studies and <b>returning at a later date</b>	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	Wanting to withdraw from studies at ECC and transferring to another education provider, <b>as an Australian citizen or Permanent Resident</b>	Please complete the "Withdrawal (all ECC courses)" form

### MY DETAILS

<b>Student ID:</b>		<b>Date of Birth:</b>	DD / MM / YYYY
<b>Given Name(s):</b>		<b>Email Address:</b>	
<b>Family Name:</b>		<b>Telephone Number:</b>	
<b>Course:</b>	<input type="checkbox"/> Diploma, PQP <input type="checkbox"/> English course		
<b>I am under 18 years of age:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	
<b>I have unpaid fees:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, ECC has the right to take legal action if you fail to clear your debt (unpaid fees) once this application is approved	

### MY TRANSFER REQUEST

<b>Name of new provider:</b>	
<b>Name of new course:</b>	
<b>Course start date:</b>	

MY REASON		→	MY EVIDENCE and ATTACHMENTS
<input type="checkbox"/>	I am a government sponsored student	→	<input type="checkbox"/> I attach evidence from my government sponsor, supporting my request.
<input type="checkbox"/>	I have read the ECC Transfer of Provider Policy, Section 5 and I believe I meet one of the conditions for eligibility, to be considered for release.	→	<input type="checkbox"/> <b>I must attach</b> my statement and any evidence supporting my request. <input type="checkbox"/> <b>I must attach</b> a copy of the unconditional Letter of Offer from the new provider. <input type="checkbox"/> I attach evidence of my meeting with the counsellor and/or ECC representative who assisted me in this decision making. <input type="checkbox"/> I attach evidence of having accessed the free academic support provided by ECC.

MY RESPONSIBILITIES (applies to international students only)	
By ticking these boxes I declare that I understand my responsibilities.	
<input type="checkbox"/>	I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application.
<input type="checkbox"/>	I must attach a copy of the unconditional Letter of Offer from the new provider and I understand ECC's Transfer of Provider Policy: "[...] 5.2.7. ECC cannot approve any request for transfer unless: Student has a Valid Unconditional Enrolment offer from the receiving Provider; [...]"
<input type="checkbox"/>	If my application for transfer to another provider is approved by ECC, my application will be forwarded to ECU for an additional assessment, as it is the principal provider (ECU) who decides on a release.
<input type="checkbox"/>	I have read, checked and understood the conditions that apply to my visa, as per this link: <a href="http://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students">www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students</a>
<input type="checkbox"/>	It is my responsibility to update the Department of Home Affairs ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> ) and check how long I can stay in Australia from my last day of study.
<input type="checkbox"/>	If my new principal course is into a lower subclass than the one I'm currently packaged in, this application is subject to Genuine Temporary Entrant assessment, as the original visa was issued by the Department of Home Affairs based on the original course of study.
<input type="checkbox"/>	If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing.
<input type="checkbox"/>	Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.
<input type="checkbox"/>	Academic penalties may apply dependent on the date of successfully submitting this request.
<input type="checkbox"/>	I have read the following policies ( <a href="http://www.edithcowancollege.edu.au/policies">www.edithcowancollege.edu.au/policies</a> and <a href="http://www.ecu.edu.au">www.ecu.edu.au</a> ): <ul style="list-style-type: none"> <li>• Enrolment Policy</li> <li>• Refunds Policy</li> <li>• Transfer of Provider Policy</li> <li>• ECU International Student Re-Packaging, Release or Withdrawal Policy</li> <li>• Statement of Tuition Assurance</li> </ul>

## MY RIGHTS

If successful with this request, I have the right to receive my relevant study reports on original ECC paper and my marks and grades for the current enrolment will be processed as per this table.

Withdrawal Summary				
ELICOS	Diploma	PQP	Enrolment Recorded	Grade on Transcript
Before end of Week 1	Before end of Week 4		No	No
From Monday of Week 2	Week 5 to end of Week 10		Yes	W = Withdrawn
From Monday of Week 11			Yes	N = Fail
Please refer to ECC's Refunds Policy for financial penalties. <a href="http://www.edithcowancollege.edu.au/policies">www.edithcowancollege.edu.au/policies</a>				

I'm entitled to a reply/outcome within 10 working days from the date of submitting a complete application.

If my application is unsuccessful, I'm entitled to submit an Appeal Request (Stage 2), within 20 working days from receiving my rejection notification.



### Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- Overseas Students Ombudsman publications: [www.ombudsman.gov.au/about/overseas-students/oso-publications#for\\_students](http://www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students)
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

### ECC contact details:

- ECC Student and Academic Services email: [studentservices@edithcowancollege.edu.au](mailto:studentservices@edithcowancollege.edu.au)
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	<b>Signature:</b>	
	<b>Date:</b>	DD / MM / YYYY

### **ECC OFFICE USE ONLY**

**ECC Representative Declaration:** I declare that all pertinent information has been provided to the student. This form and included supporting documents have been checked carefully and certified myself before being stamped, scanned and lodged.

Special comments for consideration:

<b>SAS Team member signature:</b>		<b>Date:</b>	/ /
<b>Panel Decision:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Rejected</b>			
<b>Academic Director signature:</b>		<b>Date:</b>	/ /

Special comments for consideration: