

TRANSFER OF PROVIDER REQUEST

STUDENT TO FILL OUT "PART A" TO "PART D"

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

Withdrawal Grades – Certificate IV, TAP, Diploma, and PQP Students

Withdrawal Period	Enrolment Recorded	Grade on Transcript
Before end of Week 4	No	No subject or grade shown
Week 5 to end of Week 10	Yes	W (Withdrawn)
After end of Week 10	Yes	N (Fail)

Please refer to ECC's Refund Policy for financial penalties. www.ECC.wa.edu.au/policies

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"/> 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 – 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 C – 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 Transfer of Provider Policy – Point 5

Attached is my statement with the reason for my request

PART D – STUDENT DECLARATION

I understand that: (applies to students on an international student visa only, please tick these boxes)			
<input type="checkbox"/>	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).		
<input type="checkbox"/>	My current visa may be affected by a Transfer of Provider (see the Department of Home Affairs for advice).		
<input type="checkbox"/>	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 the Department of Home Affairs’ approval as soon as possible (www.homeaffairs.gov.au)		
<input type="checkbox"/>	It is my responsibility to update any changes to the Department of Home Affairs (www.homeaffairs.gov.au) and check how long I can stay in Australia, from my last day of study.		
<input type="checkbox"/>	There may be a risk to my Student Visa if I transfer to a lower level course (eg: Diploma to Certificate IV)		
<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 only ECU issue a “Letter of Release”.		
<input type="checkbox"/>	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.		
I understand that: (applies to all students, please tick these boxes)			
<input type="checkbox"/>	I must stay and 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"/>	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.		
<input type="checkbox"/>	Changing Provider will affect my pathway to study at ECU and I have discussed this with an ECC representative.		
<input type="checkbox"/>	All outstanding fees must be paid to ECC before this application can be considered.		
<input type="checkbox"/>	If I have fees in credit, I can lodge a <i>Refund Request Form</i> (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		
<input type="checkbox"/>	Any Academic Penalties that apply will depend on the date of this Request was submitted – see Enrolment Policy		
<input type="checkbox"/>	<table border="0"> <tr> <td style="vertical-align: top;"> 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 </td> <td style="vertical-align: top;"> <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 </td> </tr> </table>	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
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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:	
Processing flow: Student > Welcome Centre/Email > SAS Executive > ECC Panel > ECU Panel > SAS Executive > Student			
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 DEPARTMENT OF HOME AFFAIRS 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 Department of Home Affairs 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 DEPARTMENT OF HOME AFFAIRS of the changes to your enrolment (new Provider, new course, etc.)

4. Conditions

- **Sections A, B, C and D** 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 Home Affairs up-to-date on any study changes (www.homeaffairs.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:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.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>
- 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>
- If you do not understand this form or the respective policy, you can contact an interpreter service
Phone: 131 450
Web: www.tisnational.gov.au/Home/Help-using-TIS-National-services/Contact-TIS-National

Contact us:

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



Student visa holders

Changing courses

A student visa holder thinking about changing courses must ensure they continue to meet all the conditions that apply to the student visa. They should consider the information contained in the agreement signed with the education provider before commencing study, and be aware of the [Education Services for Overseas Students \(ESOS\) National Code](#).

Holders of a **Student visa (subclass 500)** must comply with a number of conditions, including the (updated) condition 8202 which states enrolment must be maintained in a registered course that is the same level or at a higher AQF level for which they obtained the visa. Information about AQF levels can be found on the [Australian Qualifications Framework \(AQF\)](#) website.

Holders of a **Student visa (subclass 570, 571, 572, 573, 574, 575 or 576)** must comply with a number of conditions, including condition 8516 which states they must continue to satisfy the requirements for the grant of the visa.

Student visa (subclass 500) holders

Holders of a Student visa (subclass 500) must obtain a new student visa to study a lower AQF level course or a non-AQF level course. This includes if the course is with the same education provider. The only exception is if changing from an AQF level 10 course (Doctoral degree) to an AQF 9 course (Master's degree).

For example a holder of a Student visa (subclass 500):

- Studying a Certificate IV (AQF level 4) and wanting to transfer to an ELICOS course (non-AQF) would need to apply for and be granted a new student visa.
- Studying a Bachelor degree (AQF level 7) and wanting to transfer to a Diploma (AQF level 5) would need to apply for and be granted a new visa.
- Studying Year 11 (AQF: Senior Secondary Certificate of Education qualification type) and wanting to transfer to an Independent ELICOS (non-AQF) course would need to apply for and be granted a new visa.

Please note: For student visa holders wanting to add a lower or non AQF course to their package see Course packaging.

Holders of a Student visa (subclass 500) studying a registered course and wanting to transfer to another course at the same AQF level or a higher AQF level do not need to apply for a new student visa.

For example a holder of a Student visa (subclass 500):

- Studying a Diploma (AQF level 5) and wanting to transfer to a Bachelor degree (AQF level 7) would not require a new visa.
- Studying a Foundation course (non AQF) and wanting to transfer to a Certificate I (AQF level 1) would not require a new visa.

Course packaging

Holders of a Student visa (subclass 500) wanting to change their enrolment to a package of courses, or who are enrolled in a package and want to amend the courses in the package, are able to do so without applying for a new visa as long as they:

- have commenced the course, and
- remain enrolled in the principal course that has the highest AQF level; and
- will commence the highest AQF level course before the visa expires; and
- continue to achieve satisfactory course progress and attendance; and
- the package of courses continues to be related and shows reasonable course progression.

Student visa (Subclass 570- 576)

Holders of a Student visa (subclass 570-576) and wanting to change their principal course to a different education sector must apply for a new Student visa (subclass 500). This applies even if it is with the same education provider.

For example a holder of a Student visa (subclass 570-576):

- Studying a Bachelor degree (Higher Education sector) and wanting to transfer to a Diploma (Vocational Education and Training sector) must apply for a new visa.
- Studying an Independent ELICOS course with one provider and wanting to transfer to a different provider who offers the same course would not require a new visa.

Changing courses under the streamlined visa processing (SVP) arrangements

Student visas (subclass 570-576) granted under streamlined visa processing (SVP) may be considered for cancellation if the holder seeks to transfer to a different education provider who was not an [eligible education provider](#) (before 1 July 2016) if:

- it is within the first 12 months of the visa being granted, or
- the holder is not from a country that was Assessment Level 1 before 1 July 2016.