



**BRISBANE**  
**ADVENTIST COLLEGE**  
INTEGRITY - RESPECT - JOY

# INTERNATIONAL STUDENT TRANSFER REQUEST FORM

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This must be completed by International students wishing to transfer to another school or course of study.



**BRISBANE ADVENTIST COLLEGE  
APPLICATION FOR STUDENT TRANSFER REQUEST FORM**

Please read the attached Brisbane Adventist College International Transfer Request Assessment Policy before filling out this application form to request a transfer to another education provider- if you have completed the first six months of your first school sector course OR if you are under 18 years of age. Brisbane Adventist College will assess the students transfer request application and notify the student of a decision within *10 working days*.

|                                      |                                 |
|--------------------------------------|---------------------------------|
| <b>Student Name:</b>                 | <b>Year Level:</b>              |
| <b>Current Address in Australia:</b> | <b>Address in Home Country:</b> |
| <b>Phone No.:</b>                    | <b>Mobile No.:</b>              |
| <b>Student Email:</b>                | <b>Parent Email:</b>            |

Please indicate if any of the following apply:

- 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 that your family have changed accommodation arrangements, and these are no longer within a reasonable travelling time from school.
  - Brisbane Adventist College supports your decision to apply for a course that is not offered by this school.



- You have received notice that you will be reported because you are unable to achieve satisfactory course progress, even after received support from Brisbane Adventist College 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.
  - Brisbane Adventist College 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 Brisbane Adventist College or an education or migration agent regarding Brisbane Adventist College or its course and the course is therefore unsuitable to meet 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 Brisbane Adventist College.
- 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 in the care of a parent or suitable nominated relative, the valid enrolment offer you are providing must also show that the receiving education provider has knowledge of your welfare arrangements.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_