Application for Transfer Form

International Student Program in Victorian Government Schools

To apply for a Transfer of Enrolment please complete this form and return it to the International Education Division.

Department of Education and Training
International Education Division
GPO Box 4367
Melbourne VIC 3001 Australia

Tel: +61 3 9637 2990
Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Web: www.study.vic.gov.au

VICTORIA State Government | Education and Training

How to complete this form

- This form is for the purpose of transfering between Victorian government schools.
- This form must be completed by a parent/legal custodian or student over the age of 18 and signed by the Principal of the current host school.
- Applications to transfer can be accepted up to two weeks prior to the end of the preceding term.
- Completion of this form does not constitute a release from the student's host school. Current enrolment and welfare arrangements must remain in place until a transfer decision is confirmed by the International Education Division.
- Please complete all sections of this form.
- Please use ONLY black or blue ink.
- Please complete this form in English only.
- Please scan your completed form, along with supporting documents, and email to: international@edumail.vic.gov.au

Section A - Student Details

Family name: Given name:

Student ID Number: ☐☐☐☐☐

Current year level:

Name of current host school:

Proposed commencement date of studies at new host school:

Names of proposed new host schools: 1.

2.

3.

Section B - Reason for Transfer

☐ Change in accommodation/welfare arrangements. Please specify:

☐ Preference of school

☐ Compassionate or compelling circumstances. Please specify:

☐ Other. Please specify:

Please provide any further details of the reason for the transfer request:

Section C - Document Checklist

☐ Evidence to support the reasons for transfer (if application is within the first six months of study)

☐ Copies of student's attendance reports

☐ Copies of mid-year reports

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CRICOS Provider Name: Department of Education and Training
CRICOS Provider Code: 00861K

Please turn over and complete page 2 of this form.

Section D - Payment Options

A $675 non-refundable transfer fee applies.

Following receipt of this form, the International Education Division, will send your invoice to the preferred email address provided to the Department.

You can pay your International Student Fees Online with your credit card, through BPAY if you have an Australian bank account or in your own currency if you are making your payment from overseas. Please visit our website at http://www.study.vic.gov.au/en/payment/Pages/default.aspx to make a payment.

Your receipt is available immediately upon the transaction being completed. Transfer request will be processed upon receipt of payment.

Parent/Legal Custodian:

Name: _____ Signature: _____ Date: ____/____/____

School Principal:

I _____ , Principal of _____ acknowledge that the above student has requested a transfer to another Victorian government school.

Signature: _____ Date: ____/____/____

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