



## Request to Transfer to Another Education Provider (Not for Diploma)

Please email this form directly to [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au).

International student visa holders wanting to transfer to another education provider should complete this form. You will be emailed the outcome of this request.

### SECTION 1: PERSONAL DETAILS (Please use CAPITAL letters)

Given Name	Family Name
<input type="text"/>	<input type="text"/>

Contact Phone Number (Daytime)	Email Address
<input type="text"/>	<input type="text"/>

Student ID Number	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

Current Address

I am under 18 and have seen a Student Adviser

UNSW Foundation Studies                      Academic English Programs

Course (eg. Standard / Std Plus / UEEC10)	Intake/Term/Year (eg. Standard)	Class Group (eg. AL4, UEEC10-13)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### SECTION 2: REASON FOR TRANSFER

Please select reason(s) for requesting to transfer to another education provider. Please tick and attach supporting evidence and/or a separate statement supporting the reason for transfer. UNSW College will grant a release if it is in your best interests and where you can demonstrate one or more of the following:

You will be reported to Department of Home Affairs because you are unable to achieve satisfactory course progress at the level you are studying, even after engaging with UNSW College’s intervention strategy.

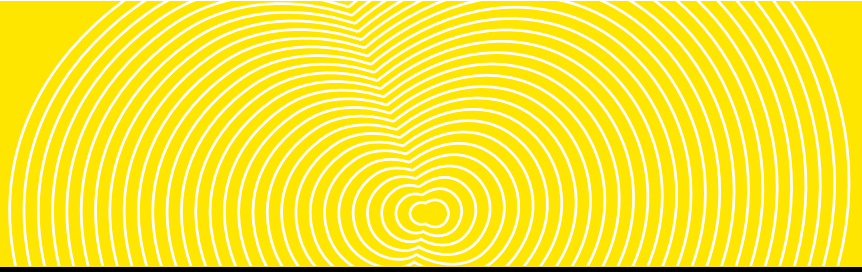
You have sufficient evidence of Compassionate or Compelling Circumstances and this evidence can justify a change of provider.

UNSW College fails to deliver the course as outlined in the Offer Letter.

You have provided evidence that your reasonable expectations about your current course of study are not being met.

You have provided evidence that you were misled by UNSW Sydney or UNSW College or an education agent regarding UNSW Sydney or UNSW College or its course of study is therefore unsuitable to your needs and/or study objectives.

An appeal (internal or external) on another matter results in a decision or recommendation to release you.



### SECTION 3: CHECKLIST *(Please tick when applicable)*

I have attached a copy of my new offer letter.

I am a sponsored student, I have attached my sponsor's approval for my withdrawal and transfer.

I am under 18, I have already provided parent/guardian signature to approve my withdrawal and transfer.

I have an outstanding debt to UNSW College or UNSW, I have provided payment evidence.

If you are a UNSW Academic English Program student with a package offer to UNSW please complete the form at this link <https://student.unsw.edu.au/release-letter>

For more information refer to the **Transfer Between Providers Policy** on the UNSW College website under <https://student.unsw.edu.au/release-letter> <https://unswcollege.edu.au/about/esos>

**DECLARATION:** I declare that the information provided by me is true and complete. I understand that UNSW College will inform the Department of Home Affairs that I am no longer a student of UNSW GLOBAL PTY LTD.

Student's Signature

Parent/Guardian's Signature (if student is under 18 years of age)

Date (dd/mm/yyyy)

#### OFFICE USE ONLY

Received by:

Sufficient Evidence Attached: Yes  No

Comments:

#### UNSW College

Building L5, UNSW Sydney Campus, 223 Anzac Parade, Kensington NSW 2033 Australia

T: +61 (2) 8936 2222 | W: [unswcollege.unsw.edu.au](http://unswcollege.unsw.edu.au)

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