

Transfer Change of Provider Request Form

Student Name:	Student No.:
Email Address:	Mobile number:
Address in Melbourne:	Visa expiry date: Visa Type: CAAW Issued Yes / No

Intended study plan

New Education Provider Name:	
Course Name:	
Course Start Date: (Not orientation date)	
Exit Date from Hawthorn	
Transfer period:	Total number of week: Transfer dates: From: To:

The Conditions of Enrolment - Transfer Policy allows for the transfer of the remaining portion of tuition fees which will be calculated from the commencement date of the new studies minus 30% administration fee.

Supporting documentation

Please complete one of the three boxes below and indicate which supporting documentation is attached to this transfer request

I am a Government-sponsored student

- I understand that my government sponsor must consider the transfer to be in my best interest and must provide written support for that change.
- I have a valid enrolment offer from my future education provider.
- My current attendance is 80% minimum
- These documents are attached

I am under 18 years of age

- I have written evidence that my parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving my accommodation, support and general welfare arrangements if I am not being cared for in Australia by a parent or suitable nominated relative.
- I have a valid enrolment offer from my future education provider.
- My current attendance is 80% minimum
- These documents are attached

All other students

- I have achieved the published IELTS, TOEFL or PTE score for the course I want to study, **or**
- I have achieved a satisfactory level of English through Hawthorn's agreed and published pathways, **or**
- I have completed the University of Melbourne English Language Bridging Program;
- I have a valid enrolment offer from my future education provider.
- My current attendance is 80% minimum
- These documents are attached

Student declaration:

I understand the following (Please tick box)

- I have read and understood the requirements of this request which can also be found at:
[Conditions of Enrolment - Transfers](#)
- My application will be assessed and I will receive a response in writing within 10 working days.
- I understand that I need to maintain a minimum of 80% attendance in my current enrolment while my request is being considered.
- I understand that the application for release will change my attendance and that I must maintain at least 80% overall attendance for all my courses (*student visa holders only*) to maintain compliance with visa conditions.
- I understand and agree that I am not entitled to any refund as outlined in the Conditions of Enrolment
[Conditions of Enrolment - Refunds](#)
- If my transfer is approved, an administration charge of 30% will be deducted from the transfer of tuition fees.
- The remaining portion of my course fees will be calculated from the commencement date of my new studies.
- If a release is granted (if applicable), I understand that I need to contact Immigration, Department of Home Affairs to determine if a new visa is required.
- I confirm that I do not have any **library loans**.
- If my application is rejected, I will be given written reasons for the rejection within 10 working days.
- If I disagree with this decision I can access the Hawthorn-Melbourne Complaints and Appeals process at:
[Conditions of Enrolment - Complaints and Appeals
Complaints and Appeals Process](#)

Signed: _____ (student) Date: _____