



Transfer of Provider and Release Request Form

Student Surname: _____ First Name(s): _____

Student ID: _____ Date of Birth: _____ Gender : Male Female

Address: _____

Mobile: _____ Email: _____

Course Name: _____ Course Code: _____

(Tick (✓) box)

Are you under 18 years old? Yes No If yes, parents/guardian approval must be attached.

Are you applying for a refund? Yes No If yes, please attach Application for Refund Form.

Are you a sponsored student? Yes No

Before completing this form, it is recommended that you read the IIBT Transfer between Registered Providers Policy <http://www.iibt.edu.au/policies-procedures/>.

Reason for transferral ((Tick (✓) one box and provide supporting documentation)

- IIBT has cancelled/ceased to offer course
- Government sponsor considers the change to be in my best interest (letter from sponsor required)
- Unable to meet academic requirements for course entry
- Compassionate/compelling circumstances requiring a transfer are in my best interest (supporting documentation required)
- Current course is academically unsuitable (as evidenced by Academic Dean)

Supporting documentation Checklist

- Letter of Offer from proposed new provider
- Statement of reasons why you are seeking release or other documentation explaining reasons for release request
- Relevant evidence to support your request
- If under the age of 18, a copy of written approval from a parent or legal guardian supporting the transfer

Please note:

- **A Release from your course of study will be documented in PRISMS**
- **All outstanding balances must be cleared prior to a Release being issued.**

Student Declaration

I declare that my application to transfer education provider is genuine and that I have attached all the necessary documentation to support my application. I understand and accept that if my application to transfer registered provider is approved:

- I will remain liable for all fees if I do not formally cancel my enrolment prior to the relevant census date.



If I have funds remaining at IIBT, I will complete an 'Application for Refund' form. (Please read the IIBT Refund Policy <http://www.iibt.edu.au/policies-procedures/> .

- My student visa may be affected and I need to contact the Department of Home Affairs.

Student Signature: _____

Date: _____

Office Use Only

- No outstanding fees owed to IIBT
- No library books pending
- General comment added noting student has been granted/rejected release or that release is not required
- Notify www.homeaffairs.gov.au through PRISMS to report course variation using the 'Student Left Provider (Transferred to a Course at another Provider)' criteria
- Outcome emailed/mailed to student
- All relevant documentation placed in student file

Authorised by: _____

Date: _____