

Application for Internal Transfer to another Victorian Government School

For students who have already commenced study through the International Student Program in a Victorian government school

Complete this form to apply to transfer enrolment to another Victorian government school and return it to the Department of Education (DE), International Education Division (IED).

Department of Education
International Education Division
Level 28, 80 Collins Street
Melbourne VIC 3001 Australia

Tel: +61 3 7022 1000
Email: international@education.vic.gov.au
Web: www.study.vic.gov.au



Important Information

Please read this form carefully and follow the instructions listed below.

This form only applies to transfers **between** Victorian government schools and not to transfers to other education providers or interstate transfers. **A Notification of Withdrawal Form is required for this purpose.**

- Applications to transfer can be submitted anytime, **up to two weeks before the end of 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 DE (IED).
- A transfer will not be approved if there are outstanding tuition fees, unless compassionate and compelling circumstances apply.
- All sections of this form must be completed before submitting to DE (IED).
- Please complete this form in English only.
- This form must be completed by a parent/legal guardian or student aged 18 years and over and signed by the Principal of the current host school and the new school.

School Transfer Process

- 1. Current host school facilitates the transfer process.**
- 2. All sections of this form must be completed before submitting to DE (IED).**
3. On receipt of this completed form DE (IED) will issue the school transfer fee invoice. **NOTE:** Transfer can take up to 2 weeks to process once a fully completed application has been received.
4. Once payment has been received, DE (IED) will approve the transfer request and issue a Confirmation of Transfer letter.

How to Complete Form

Step 1: SECTIONS A - E MUST BE COMPLETED BY A PARENT

Step 2: SECTION F MUST BE COMPLETED BY CURRENT HOST SCHOOL

Step 3: SECTION G MUST BE COMPLETED BY NEW HOST SCHOOL

Step 4: ONCE ALL SECTIONS OF THIS FORM HAVE BEEN COMPLETED, SUBMIT TO DE (IED) FOR ASSESSMENT.

TRANSFERS MUST NOT OCCUR UNTIL THE INTERNATIONAL EDUCATION DIVISION HAS ISSUED A CONFIRMATION OF TRANSFER LETTER.

Step 1: SECTIONS A - E MUST BE COMPLETED BY A PARENT

Section A - Student Details

| | | |
|--|---|--------------------|
| Family name: | Given name: | DOB: / / |
| International Student ID Number: <input type="text"/> | Male: <input type="checkbox"/> Female: <input type="checkbox"/> | Country of Origin: |
| Current year level: | | |
| Name of current host school: | | |
| Current home address details: | | |
| Proposed commencement date of studies at new host school: | / | / 20 |
| Name of proposed new host school (maximum of three schools): | 1. | |
| | 2. | |
| | 3. | |

Please turn over and complete page 2 of this form.

Section B - Reason for Transfer

- I am moving house. Please provide evidence of new address details
- I have a specific school preference
- Compassionate / compelling circumstances (Please provide more information below)
- I have another reason. (Please specify by providing more information below)

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

Section C - Current Welfare Arrangement (Applies to standard and study abroad students only)

- I am not requesting a change to my current welfare arrangement
- I will need my current welfare arrangement to change with this school transfer request
(Note: an Application for Change of Accommodation and Welfare Provision form will also need to be completed)

Section D - Required Documents

- Evidence to support the reasons for transfer
- Copies of student's attendance reports
- Copies of student's most recent school reports

Payment Information

A \$748 non-refundable transfer fee applies.

Following receipt of this form, DE (IED) will send your invoice to the preferred email address provided to the Department. You can pay the Transfer Fee 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 once you have received your invoice.

Your receipt is available immediately upon the transaction being completed.

Transfer requests will only be processed upon receipt of payment. NOTE: transfers can take up to 2 weeks to process and finalise.

Section E - Parent/Legal Guardian/ student over 18 Signature

- I confirm that I have read all sections of this form.
- I understand that if I submit this form during term holidays, it may not be processed until the start of the following term

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

PARENT/ AGENT: PLEASE SUBMIT ALL THREE PAGES OF THIS FORM AND REQUIRED DOCUMENTS TO THE CURRENT HOST SCHOOL

Please turn over and complete page 3 of this form.

Step 2: CURRENT HOST SCHOOL TO COMPLETE THIS SECTION

Section F - Current Host School to complete all sections below

Student Fee Category: Standard Dependant Study Abroad Temporary

Student's current welfare arrangement:

- Option 1. Parent / Legal Guardian
- Option 2. Department of Home Affairs (DHA) Approved Relative
- Option 3. Parent-nominated homestay
- Option 4. School-sourced homestay

Current host school principal signature:

- All required documents mentioned above in **Section D** are attached for sending to the new host (transfer) school along with this form.
- I will forward all documents for record keeping purposes (CASES21 data) to the new host (transfer) school upon receipt of a confirmation of transfer from the International Education Division.

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

Current Host School Principal's name:

Signature: _____ Date: ____/____/____

CURRENT HOST SCHOOL: PLEASE SUBMIT ALL THREE PAGES OF THIS FORM AND ALL RELEVANT DOCUMENTS TO THE NEW HOST SCHOOL

Step 3: NEW HOST SCHOOL TO COMPLETE THIS SECTION

Section G - New Host School Acceptance (Please complete all sections below)

New Host School Response. Only complete the section below if accepting the student. If you are unable to accept this transfer, please send this form back to current school so it can be submitted to the next school preference.

School Name: _____

- I accept this student transfer.
- I have sighted the student's most recent school and attendance reports.
- If the student fee category listed above in Section F of this form is Standard or Study Abroad, I confirm that our school is accredited under the DE CRICOS Provider Code 00861K, allowing us to enrol Standard and Study Abroad Students.
- If the student fee category listed above in Section F of this form is Standard or Study Abroad, the student will be issued a new Student Safety Card.

New Host School Principal's name:

Signature: _____ Date: ____/____/____

NEW HOST SCHOOL: PLEASE SUBMIT THIS FORM TO DE (IED):
international.school.support@education.vic.gov.au

DE (IED) will assess the transfer request upon acceptance of the transfer by the new host school.

Authorised

Linda Vaughan
Executive Director, International Education Division

Date of authorisation: 17/01/2022. **Date last reviewed:** 13/01/2023

Review frequency: This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulatory change.