

Application for Internal Transfer to another accredited Victorian Government School

For students who have commenced study
International Student Program in Victorian Government Schools

To apply for a Transfer of Enrolment please complete this form and return it to the Department of Education and Training (DET), International Education Division (IED).

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

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



Note: This application form only applies to transfers between schools accredited under the Department of Education and Training's CRICOS Provider Code: 00861K. This application form does not apply to transfers from schools accredited under DET CRICOS Provider Code: 00861K to another CRICOS Provider (external transfer to a CRICOS provider other than a Victorian Government school). A separate template should be used for this purpose, titled Student Withdrawal Template.

Step 1: SECTIONS A TO 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 DET (IED) FOR ASSESSMENT

School Transfer Process

1. All sections of this form must be completed before submitting to DET (IED).
2. Submit completed form to DET (IED).
3. On receipt of this completed form DET (IED) will issue the school transfer fee invoice.
4. Once payment has been received, DET (IED) will approve the transfer request and issue a Confirmation of Transfer letter.
5. New host school will issue a new Student Safety Card.

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

How to complete this form

- This form is for the purpose of transferring between Victorian government schools accredited under DET CRICOS Provider Code: 00861K.
- Applications to transfer can be submitted anytime, up to two weeks before the end of term.

Application cut off dates

Applications will not be accepted after:

13 March 2020 for Term 2 enrolment

12 June 2020 for Term 3 enrolment

4 September 2020 for Term 4 enrolment

4 December 2020 for Term 1, 2021 enrolment

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 DET (IED).

- All sections of this form must be completed before submitting to DET (IED).
- Please use ONLY black or blue ink.
- 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.

Step 1: PARENT TO COMPLETE THIS SECTION

Section A - Student Details

Family name:	Given name:	DOB: / /
Student ID Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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: / /		
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

I have another reason. Please specify:

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

Section C - Current Welfare Arrangement

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
(An Application for Change of Accommodation and Welfare Provision 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 \$723 non-refundable transfer fee applies.

Following receipt of this form, DET (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 be processed upon receipt of payment.**

Payment of the transfer fee does not constitute approval of this transfer request. Current enrolment and welfare arrangements must remain in place until a transfer decision is confirmed by DET (IED).

Section E - Parent/Legal Guardian Signature

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

**PARENT/ AGENT: PLEASE SUBMIT 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

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 Arranged Homestay

Current Host School Principal:

I _____, Principal of _____ acknowledge that the above student has requested a transfer to another Victorian government school and all required evidence is attached.

Signature: _____ Date: ____ / ____ / ____

CURRENT HOST SCHOOL: PLEASE SUBMIT THIS FORM AND REQUIRED DOCUMENTS TO THE NEW HOST SCHOOL

Step 3: NEW HOST SCHOOL TO COMPLETE THIS SECTION

Section G - New Host School Acceptance

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 confirm that the new host school is accredited under DET CRICOS Provider Code 00861K.
- I have sighted the student's most recent school reports and their attendance reports.
- Student will be issued a new Student Safety Card.

New Host School Principal's signature:

Signature: _____ Date: ____ / ____ / ____

**NEW HOST SCHOOL: PLEASE SUBMIT THIS FORM TO DET (IED):
international@edumail.vic.gov.au**

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

Step 4: DET (IED) TO COMPLETE THIS SECTION

Section H - DET (IED) Response

DET (IED) Response. Only complete the section below if approving the student transfer. If this transfer is rejected, please send this form back to the current host school and to the proposed new host school.

- I approve this student transfer.
- I confirm that the new host school is accredited under DET's CRICOS provider code: 00861K.

Name: _____

Date: ____ / ____ / ____

Authorised

Joel Backwell
Executive Director, International Education Division

Date of authorisation: 10/01/2020

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.