

Transfer 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

Provider Name:	
Course Name:	
Course Start Date: (Not orientation date)	
Exit Date from HAW:	
Transfer period:	No. of weeks: Transfer dates:

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

[Conditions of Enrolment - Transfers](#)

Supporting documentation

Please complete one of the three boxes.

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 attached the proof of the written support to this form.
- I have a valid enrolment offer from my future education provider.
- My current attendance is 80% minimum
- My course progress is satisfactory

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
- My course progress is satisfactory

All other students

- I have achieved the published IELTS, TOEFL or PTE score for the course I want to study and I have attached the official result to this form, **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
- My course progress is satisfactory

Student declaration:

In the event the student is under the age of 18 years, this form must be signed by the parent.

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 within 10 working days.
- My understand that I must maintain satisfactory course progress [Course Progress Policy](#).
- I understand that I need to maintain a minimum of 80% attendance in my current enrolment while my request is being considered. [Attendance Policy](#)
- 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 - Cancellation and refunds](#)
- If my transfer is approved, an administration charge of 30% will be deducted from the transfer of tuition fees. [Conditions of Enrolment - Transfers](#)
- 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 the Department of Home Affairs to determine to seek advice on whether you need a new student visa.
To find out more about visa requirements, go to:
[Department of Home Affairs](#) or telephone the helpline on (131 881).
or <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>
- I confirm that I do not have any library loans.
- If my application is rejected, I will be given written reasons for the rejection and can access the Hawthorn-Melbourne Complaints and Appeals process at: [Complaints and Appeals - Process for Overseas Students](#)

To be signed by the student over the age of 18 years:

Signed (Student): _____

Date: _____

To be signed by the parent if the student is under the age of 18 years

Signature of Parent (in English): _____ Date: _____

Signature of Parent (in own language): _____ Date: _____

(Please indicate who is signing this form)

Father

Mother

FOR OFFICE USE ONLY:

Internal process

The transfer of fees must take place within 14 days.

Student Services Manager / Senior Teacher / Director of Studies:

- Transfer approved**
- All documentation completed and forwarded to Manager Admissions to process.
- BECAS diary entry made

or

- Transfer declined** and Manager Admissions notified of the outcome.
- Manager Admissions to provide written notification to the student advising the reasons for declining the transfer request.
- BECAS diary entry made and email copied to notes.

Manager Admissions:

- Activate "**Release**" in PRISMS (if applicable)
- Generate letter from BECAS **approving** transfer which includes the details of the fees to be transferred.
Student must sign off confirming agreement of the details of the transfer and return the signed document to the Manager, Admissions.

Email the letter to the student to sign off confirming these arrangements.

Copy email to: Student Services Manager / Senior Teacher / Director of Studies

/ Library to check any outstanding loans

- Generate **Student Course Variation** (SCV) on the CoE in **PRISMS (Change of Provider)**
- End the Welfare Arrangements** (CAAW) in **PRISMS (if applicable)**
- Copy **Student Course Variation** report & **End the Welfare Arrangements (if applicable)** to **BECAS diary**
- Change course end date in BECAS
- Add to the Shortened & Cancelled course spreadsheet for finance purposes
- All correspondence saved in **Hawthorn Admissions / Transfers**

or

- Letter sent to student **declining** transfer (Generate from BECAS)
- Record BECAS diary entry - **Transfer Request-** and copy email in the notes.

Admissions Officer to activate the transfer of funds.

- Generate BECAS **Transfer Fees Auth Form** and save in Q: Transfers
- Refund the fees from BECAS and generate '**Quick Print**' and save in Q: Transfers
- Email completed transfer forms to Manager Admissions.
- Record BECAS diary entry - **Transfer Request - and** copy email in the notes.
- Manager Admissions to forward to finance department (Sydney) with approval of payment of the transfer of fees.
- Record BECAS diary entry - **Transfer to Finance Dept.** - and copy email in the notes.