



Transfer Request Form

Student Detail

Student Name:			
Student ID:			
Signature:		Date:	
Postal Address:			
Suburb:		Postcode:	
Qualification Code and Title:			
Reason for Request:			

Student Declaration

My fees are paid up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have received a copy of the Quality Manual outlining: <ul style="list-style-type: none">• Transfer Policy and Procedure• Refund Policy and Procedure• Complaints and Appeals Policy and Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am aware changes to my enrolment may affect my Student Visa and I should seek advice from Department of Home Affairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have attached a Letter of Offer from the new provider I wish to transfer to?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Transfer Request Form

New Enrolment Details

Provider Name:	
Provider CRICOS Code:	
Transfer Course Name:	
Transfer Course Code:	
Date study is to commence:	

Bank Account Details for Refund (must be an Australian Bank)

Bank Name:	
Account Name:	
BSB Number:	
Account Number:	

Please Note: Sapience College's preferred method of payment of refunds is via an Australian Bank Account. Students are responsible for the fees associated with transferring the refund to an overseas bank account.

Student declaration:

I declare that the information provided are true and accurate to the best of my knowledge and I have not wilfully suppressed any information.

In understand that if there are any changes to the information provided by my in this form, I would notify Sapience College immediately in writing, and in the event that I fail to do so, I will be liable for any additional cost incurred.

Student name, signature and date

Transfer Request Form

Office use only

Is the request granted?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	
Please provide reason for the decision		
Have you sighted the Letter of Offer from another provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	
Have you put a copy of the Letter of Release or Refusal on the students file?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	
Signature:		Date:
Name:		
Position:		