

Overseas student transfer request form

Privacy statement

The Department of Education collects personal information from you, including information about your name, email address, signature, address, telephone number, date of birth, and school enrolment details. We collect this information to assess your request to transfer to another education provider.

The Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 allow us to collect this personal information.

Your information may be shared with your school, Education Queensland International (EQI) staff, and Provider Registration and International Student Management System (PRISMS).

We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information Privacy Act 2009.

How to complete this form

- This form should be read and completed in conjunction with the [Transfer procedure](#).
- This form is to be used by [overseas students](#) enrolled in an Education Queensland International (EQI) International Student Programs (ISP), who wish to transfer to another Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered education provider.
- Before you submit this form, you should consider application deadlines for other schools or providers and speak to your international student coordinator and school guidance officer to discuss your educational pathways, the transfer process and the appropriate time to transfer.
- If your request to transfer is progressed, you may be entitled to a refund of unused tuition and/or homestay fees, in line with EQI's [Refund policy](#). Please refer to your enrolment agreement for further information.
- Only complete forms are assessed. EQI will assess your request and advise you, in writing, of the outcome within 10 working days.
- Changes to your enrolment may affect your student visa. You should seek advice from the Commonwealth government department responsible for immigration on the potential impact on your student visa.
- The date and reason for the transfer will be recorded in the Provider Registration and International Student Management System, as required by Australian law.
- This form must be submitted via email to EQInternational@ged.qld.gov.au with 'Transfer request' in the subject line and all required supporting documents attached. For enquiries, please phone 1800 316 540 (within Australia).
- In most cases, where the transfer request is "not processed", the decision cannot be appealed. The [Complaints and appeals procedure](#) does not apply, as the reasons for not processing the request are due to missing information or outstanding fees owing to EQI, which means EQI is not able to complete the request.

Overseas student details

Family name:		Given name/s:	
Date of birth:		OneSchool ID:	
Email:		Mobile number:	
Current school:			
Currently living with:	<input type="checkbox"/> Homestay family <input type="checkbox"/> Parents <input type="checkbox"/> Guardian		Current year level:

Transfer to another CRICOS registered provider details

Proposed new provider:			
Proposed last day at current school:		Proposed start date at new provider:	
Reason for the transfer:			
Please attach the following to the email when returning this form:			
<input type="checkbox"/>	Evidence that a valid enrolment offer has been made by the new school/provider		
<input type="checkbox"/>	For overseas students under 18 years of age: evidence that the new education provider accepts responsibility for approving accommodation, support and general welfare (for overseas student who is not being cared for by a parent or approved relative).		

Overseas student's and parent's agreement

I/we declare that:

- I have discussed this decision with my current school's international student coordinator and/or guidance officer;
- I understand that release or acceptance before completing six months of my principal course (first registered school sector course) will be considered as per the [ISP standard terms and conditions](#) (Transfer policy);
- I have no outstanding fees;
- My parent supports this request and have completed section D (required if you are under 18 years of age);
- I have read and understood the privacy notice at the beginning of this application form; and
- All information provided in this application form is true and accurate to the best of my knowledge.

Student family name:		Student given name/s:	
Signature:		Date:	
Parent full name:		Email:	
Signature:		Date:	

OFFICE USE ONLY: EQI staff (required actions)

- ☐ Principal is aware of request.
- ☐ Necessary documentation to support this request has been provided (e.g. welfare arrangement is continuous, flight information).
- ☐ Overseas student has no outstanding fees
- ☐ A valid enrolment offer from another CRICOS provider (for example, a private school) has been made.
- ☐ If the overseas student is in homestay, notice has been received that the new provider accepts responsibility for approving the overseas student's accommodation and welfare, ensuring no gap between EQI ceasing to provide homestay and the new provider approving the overseas student's accommodation, support, and general welfare.

Outcome:

- ☐ transfer of enrolment request **will** be processed.
- ☐ transfer of enrolment request **will not** be processed.

A reason/s for **not processing** the transfer request must be provided:

- ☐ No valid offer of enrolment has been made by the new CRICOS provider.
- ☐ No notice that the new provider accepts responsibility for approving the overseas student's accommodation and welfare (for student where EQI has issued a CAAW letter).
- ☐ Despite negotiation/requests from the new provider, there is still a gap between EQI ceasing to provide homestay and the new provider approving the overseas student's accommodation, support, and general welfare.
- ☐ The overseas student has outstanding fees.

Name:		Title/role:	
Signature:		Date:	

OFFICE USE ONLY: EQI staff (additional actions for 'not processing')

If not processing:

- Return this form to the relevant stakeholders (for example, student, parent, agent, school staff, and homestay providers), ensuring that the email containing this completed form includes the following advice:
 - Your request will not be processed.*
 - You are not able to appeal this decision because [explain the reason why, this should be the same as outlined in the Outcome section above]. This decision will take effect immediately, and this matter will be closed with no further notice.*
 - If you later [choose: are able to provide the missing or updated information/have paid the outstanding fees] and still want to transfer to a new CRICOS provider, you will need to submit a new Transfer request.*

Example of sub-point 2 and 3 above: You are not able to appeal this decision because there are outstanding fees owed to EQI. This decision will take effect immediately, and this matter will be closed with no further notice. If you later have paid the outstanding fees and still want to transfer to a new CRICOS provider, you will need to submit a new Transfer request.