

Application for Transfer to another 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 below:

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

Tel: +61 3 9637 2990
Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Web: www.study.vic.gov.au



Step 1: SECTION 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 THE INTERNATIONAL EDUCATION DIVISION FOR PROCESSING

School Transfer Process

1. All sections of this form must be completed before submitting to International Education Division (IED).
2. Submit completed form to IED.
3. On receipt of this completed form IED will issue the school transfer fee invoice.
4. Once payment has been received, IED will process the transfer request.
5. When the transfer has been approved, IED will issue a Confirmation of Transfer letter.

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.
- 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 the International Education Division.
- All sections of this form must be completed before submitting to 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.

Application cut off dates

Applications will not be accepted after:

15 March 2019 for Term 2 enrolment

14 June 2019 for Term 3 enrolment

6 September 2019 for Term 4 enrolment

6 December 2019 for Term 1, 2020 enrolment

Step 1: PARENT TO COMPLETE THIS SECTION

Section A - Student Details

Family name: _____ Given name: _____ DOB: / /

Student ID Number: Male: Female: Country of Origin: _____

Current year level: _____

Name of current host school: _____

Current home address details: _____

Proposed commencement date of studies at new host school: / /

Names of proposed new host schools: 1. _____

2. _____

3. _____

Please turn over and complete page 2 of this form.

Section B - Reason for Transfer

- Change in accommodation/welfare arrangements. Please provide evidence of new address details
- Preference of school
- Other. 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
(A Change of Welfare Application Form will also need to be completed)

Section D - Required Documents

- Evidence to support the reasons for transfer (if application is within the first six months of study)
- Copies of student's attendance reports
- Copies of student's most recent school reports

Payment Information

A \$699 non-refundable transfer fee applies.

Following receipt of this form, the International Education Division 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 the International Education Division.

Section E - Parent/Legal Guardian Signature

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

**PARENT/ AGENT: PLEASE SUBMIT THIS FORM AND REQUIRED DOCUMENTS
TO YOUR 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: Dependent: Study Abroad: Temporary:

Student's current welfare arrangement:

- Option 1. Parent / Legal Guardian
- Option 2. Department of Home Affairs (DHA) Approved Relative
- Option 3. Third Party Nominated Homestay
- Option 4. Provider 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.

School Name: _____

I AM prepared to accept this student transfer.

School Appointed Representative's signature:

Signature: _____ Date: ____ / ____ / ____

NEW HOST SCHOOL: PLEASE SUBMIT THIS FORM TO THE INTERNATIONAL EDUCATION DIVISION
international@edumail.vic.gov.au

IED will process the transfer request upon acceptance of the transfer by the new host school