



# Gippsland Institute of Technology

BFJ International Studies Pty Ltd trading as Gippsland Institute of Technology

RTO No: 45698

CRICOS No: 03921A

## Student Transfer Application Form

Students are to complete this form when applying to withdraw from their course at Gippsland Institute of Technology and transfer to another Australian RTO.

NOTE: This form is **NOT** to be completed by students who **DO NOT** want to transfer to another Australian RTO but **DO** want to change/ cancel their enrolment at Gippsland Institute of Technology. Students in this situation are to complete the Defer, suspend or cancel their enrolment application form. Contact the Training manager if in doubt about what form to submit.

### Student details

Student Full Name:	Student ID:
Address:	
E-mail address	Contact Number:
Student Current Course Code & Title:	
Course Start Date	Date of Last Class Attended

Students are to indicate the reason for submitting the transfer application. Please refer to the Student transfer policy and procedure for refund terms, conditions and processes. Contact the Training Manager if you require clarification on any matter.

### Reason for transfer request (indicate at least one)

- ☐ Gippsland Institute of Technology is unable to continue to provide the course in which I am enrolled
- ☐ I am experiencing threat to physical or mental health or safety by remaining at Gippsland Institute of Technology and can demonstrate clearly how this will be alleviated through a transfer
- ☐ I am experiencing academic issues that impact my ability to attend classes and/ or study at present and/ or remain studying the course in which I am enrolled
- ☐ I am unable to achieve satisfactory course progress at the level I am studying, even after committing to an intervention strategy to assist me achieve satisfactory course progress
- ☐ The current course of study is clearly inconsistent with my documented course requested in the Enrolment application
- ☐ I am impacted by exceptional circumstances beyond my control. These exceptional circumstances has led to a permanent change in my circumstances that makes continued enrolment inappropriate
- ☐ I am experiencing other compassionate or compelling circumstances that are beyond my control and impacting my ability to study at Gippsland Institute of Technology
- ☐ My reasonable expectations about the current course in which I am enrolled are not being met
- ☐ Gippsland Institute of Technology has breached the terms of the Written agreement

- ☐ I was provided inaccurate or incomplete or misleading information by Gippsland Institute of Technology or its Education Agent prior to enrolling
- ☐ The outcome of an appeal lodged with Gippsland Institute of Technology allows me to transfer to another Australian provider

Completed transfer applications and supporting evidence are to be submitted to [info@git.org.au](mailto:info@git.org.au) or to the Training Manager at Gippsland Institute of Technology 4/70 Main Street, Pakenham Melbourne Victoria 3810

Transferring to another provider will impact your student visa. All students are advised to seek advice from the Department of Home Affairs (DHA) prior to withdrawing from their course. DHA: phone: 131 881.

#### Student's Declaration

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorise Gippsland Institute of Technology to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of my application.
- I declare that I have reviewed the Gippsland Institute of Technology Defer, suspend or cancel enrolment policy and procedure and understand the impact of submitting this application on my enrolment at Gippsland Institute of Technology and my visa.
- I declare that I have reviewed the Gippsland Institute of Technology Student transfer policy and procedure and understand the impact of submitting this application on my enrolment at Gippsland Institute of Technology and my visa.
- I declare that I have reviewed the Gippsland Institute of Technology Fees & refund policy and procedure and understand the impact of submitting this application on claiming a refund of fees I have paid to the institute.
- I declare that I am aware that the decision to grant my Letter of release application may affect my Student visa.
- I understand it is my responsibility to check with DHA at its earliest with regards to the visa period and whether a new visa is required to cover the duration of the course at the other Australian RTO.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### TO BE COMPLETED BY GIT STAFF ONLY

Transfer request: Granted ☐ Declined ☐ Further information requested ☐

Student informed of the outcome of the application ☐

Reason for decline or details of further information requested

**Staff name:**

**Date:**

**Signature:**

This form is to be stored in the student file when Gippsland Institute of Technology processes are complete.