

Student Transfer between providers request form

Student Details

Full Name	
Student ID	
Date of Birth	
Email	
Phone Number	
Course Enrolled	
Course Start Date	

Transfer Details

Transfer Type	<input type="checkbox"/> Transferring to Apsley College <input type="checkbox"/> Transferring from Apsley College
Requested Transfer Date	

Reason for Transfer

Please provide a detailed explanation (attach additional pages if necessary):





Supporting Documents

- Letter of Offer from Receiving Provider (if transferring out)
- Medical Certificate (if applicable)
- Academic Transcripts/Attendance Record
- Financial Clearance Certificate
- Visa Documentation (for international students)
- Other (Specify): _____

Student Declaration

I, _____ (student name), declare that the information provided in this form is accurate and complete. I understand that my transfer request may affect my student visa, and I am responsible for any visa-related implications.

Student Signature: _____ Date: _____



Checklist for Office Staff to Complete (For Internal Use)

Initial Review

Received Date	
Confirm Eligibility for Transfer	<input type="checkbox"/> Completed six months of the principal course (if required)
	<input type="checkbox"/> Compelling or compassionate reasons provided (if applicable)
	<input type="checkbox"/> Compliance with student visa requirements reviewed

Document Verification

- Letter of Offer from Receiving Provider (if applicable)
- Medical Certificate (if applicable)
- Academic Transcripts/Attendance Record
- Financial Clearance Certificate
- Visa Documentation (for international students)

Consultation and Counseling

- Student counseling session completed to discuss transfer implications
- Student informed about potential visa implications and academic requirements

Approval or Denial Decision

Decision	<input type="checkbox"/> Approved (Attach Release Letter if applicable) <input type="checkbox"/> Denied (Attach written notification with reasons and appeal information)
Decision Date	
Responsible Officer's Name	
Signature	



Post-Decision Steps

- Release Letter issued and provided to the student (if approved)
- PRISMS updated to reflect the transfer (for international students)
- Financial records updated
- Written notification issued to the student with reasons (if denied)
- Appeal information provided (if applicable)
- Appeal process logged, if applicable

File Completion

All documents filed and student record updated	<input type="checkbox"/>
Record retention set for a minimum of two years	<input type="checkbox"/>

Office Staff Signature: _____ Date: _____

