

Information for International student under Student Visa request for transfer to another Provider under National Code 2018 Standard 7

You have indicated that you may wish to transfer to another provider and request for release from APSI. Please read the assessment policy below in order to understand whether you will be eligible for an approval of transfer.

1. Before you lodge a written request to transfer to another provider, you must complete a course cancellation form and a request for release application.
2. You must attach a new Letter of Offer from the transfer provider and documentary evidence to support your application
3. Complete all information on the form with supporting documents and return the form to student services by email to service@apsi.edu.au
4. You may apply for a transfer if you have completed six months of study in your principal course at the time of application. Principal course refers to the last course on your packaged offer. If you are an ECU packaged student, ECU will be your principal provider and you must obtain the approval for transfer directly from ECU.
5. If the student is under 18 years of age there is a written confirmation that the student's parent or legal guardian supports the transfer.
6. Where the student is under 18 years of age then the Letter of Offer from the other provider must confirm that they accept responsibility for approving the student's accommodation, support and general welfare arrangements.
7. If the student is a government sponsored student, the sponsoring government must provide written support of the transfer.
8. The student will be notified in writing within 5 working days of receipt of the course variation form from student services manager on the outcome of the application for transfer request.
9. If transfer request is **not approved**, student services manager will provide formal documentation outlining the reasons for the non-approval.
10. If the request for transfer has been denied, you will be informed of your right to appeal this decision by following APSI's complaints and appeal procedure and you must submit this appeal within 10 working days of the decision.
11. If the transfer request is **approved**, student services manager will provide a formal documentation to confirm the approval. You must refer to our refund policy on your offer letter for cancelling your course enrolment.
12. If the transfer is approved, a release will be recorded in PRISMS against all your CoEs.
13. This release application will be issued to you at no cost.
14. Administrative officer will enter details in PRISMS and cancel all current and future CoEs within 7 working days.

You must refer to APSI's transfer and release policy and procedure on our website to understand how APSI will assess your application and the reasons for granting or refusal of the transfer.