EDITH COWAN COLLEGE AUSTRALIA

Form checked, scanned, code (TOP1) entered by ECC staff:
Name: _____   Date: _____
Request received: By student in person   ☐
By email   ☐

TRANSFER OF PROVIDER

OUTCOME/REPLY : will be emailed within 10 working days from date of receipt of a complete application
Submit your application in person or by email: justask@ecc.edu.au

Use this form for	For international students only, wanting to withdraw from studies at ECC and transfer to another education provider	
Do **not** use this form for	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and **not returning for future studies at ECC**	Please complete the "Withdrawal (all ECC courses)" form
	Withdrawing from current ECC studies and **returning at a later date**	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	Wanting to withdraw from studies at ECC and transferring to another education provider, **as an Australian citizen or Permanent Resident**	Please complete the "Withdrawal (all ECC courses)" form

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
Course:	☐ Diploma, PQP ☐ English course		
I am under 18 years of age:	☐ No ☐ Yes	If yes, please attach written evidence of your parent/guardian approving this request	
I have unpaid fees:	☐ No ☐ Yes	If yes, ECC has the right to take legal action if you fail to clear your debt (unpaid fees) once this application is approved	

MY REASON		MY EVIDENCE and ATTACHMENTS
☐	I am a government sponsored student	☐ I attach evidence from my government sponsor, supporting my request.
☐	I have read the *ECC Enrolment Policy* and *ECC Enrolment Procedure, Section 4.58 to 4.74* and I believe I meet one of the conditions for eligibility, to be considered for release.	☐ **I must attach** my statement and any evidence supporting my request.
		☐ **I must attach** a copy of the unconditional Letter of Offer from the new provider.
		☐ I attach evidence of my meeting with the counsellor and/or ECC representative who assisted me in this decision making.
		☐ I attach evidence of having accessed the free academic support provided by ECC.

MY TRANSFER REQUEST

Name of new provider:	
Name of new course:	
Course start date:	

MY RESPONSIBILITIES (applies to international students only)

By ticking these boxes I declare that I understand my responsibilities.

☐	I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application.
☐	I must attach a copy of the unconditional Letter of Offer from the new provider as per ECC's *Enrolment Procedure*: "[…]4.64 ECC cannot consider any request for Transfer unless: a) the Student has a valid unconditional Enrolment offer from the receiving Provider; […]"
☐	If my application for transfer to another provider is approved by ECC, my application will be forwarded to ECU for an additional assessment, as it is the principal provider (ECU) who decides on a release.
☐	I have read, checked and understood the conditions that apply to my visa, as per this link: www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students
☐	It is my responsibility to update the Department of Home Affairs (www.homeaffairs.gov.au) and check how long I can stay in Australia from my last day of study.
☐	If my new principal course is into a lower subclass than the one I'm currently packaged in, this application is subject to Genuine Temporary Entrant assessment, as the original visa was issued by the Department of Home Affairs based on the original course of study.
☐	If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing.
☐	(my request is BEFORE Friday of Week 4): I understand my current unit selection will be cancelled, and these units will NOT appear on my academic records.
☐	(my request is AFTER Friday of Week 4): I understand I am **not entitled to a refund** for the units I am currently registered in.
☐	(my request is AFTER Friday of Week 4 and BEFORE Friday of Week 10): I understand my current units will appear on my academic records with a grade of withdrawn, and they will NOT impact my academic status.
☐	(my request is AFTER Friday of Week 10): I understand my current units will appear on my academic records **with a grade of fail, and they will impact my academic status**.
☐	I have read the following policies (www.edithcowancollege.edu.au/policies and www.ecu.edu.au): • ECC's *Enrolment Policy* • ECC's *Enrolment Procedures* • ECC's *Refunds Policy* • ECU's *International Student Re-Packaging, Release or Withdrawal Policy* • ECC's *Statement of Tuition Assurance*

MY RIGHTS
If successful with this request, I have the right to receive my relevant study reports on original ECC paper
I'm entitled to a reply/outcome within 10 working days from the date of submitting a complete application.
If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's *Student Appeals Policy* and *Student Appeals Procedure* (https://www.edithcowancollege.edu.au/policies).

Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- Overseas Students Ombudsman publications: www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students
- ECC Policies - http://www.edithcowancollege.edu.au/policies

ECC contact details:

- ECC Student and Academic Services email: justask@ecc.edu.au
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	**Signature:**	*(No signature required if you send this application using your ECC student Gmail account)*
	Date:	DD / MM / YYYY