

Transfer between Registered Teaching Locations

International Student Application Form

Notes

- This form is to be completed by currently enrolled Federation University Australia international students wishing to transfer Teaching Locations. To change both teaching locations and program, you are required to complete a new application form via Studylink Online application system.
- 2. You **MUST** <u>read</u> and <u>understand</u> the 'Transfer Between Teaching Locations' procedure before completing this form which is located at: http://policy.federation.edu.au/learning_and_teaching/compliance/standard_7/ch02.php
- 3. You MUST have a valid Visa for study and appropriate Health Cover.
- 4. You should have NO outstanding fees owing to Federation University Australia.

Instructions

- You must contact the New Teaching Location before lodging the transfer application form.
- This application must be lodged prior to 1st Day of enrolment. (Orientation Week).
- Read and Complete Sections 1 to 3 of this form using BLOCK LETTERS and tick ✓ boxes and Blue or Black Pen.
- Read and Check to ensure you understand and meet ALL <u>Criteria for</u> <u>Applications</u>
- 5. Check fees for the new Teaching Location

SECTION 1: Personal and Contact Details

6. You must also attach as part of the application for transfer:

A letter detailing the reasons for transfer and how you will benefit from the transfer.

Where applicable, a copy of the documentary evidence referred to in the letter of application e.g. if for family reasons – evidence of the relationship.

Written approval for the change from the scholarship body if a sponsor is paying the tuition fees.

7. Return completed form and submit it with supporting documentations:

By Email:

internationalcompliance@federation.edu.au (if you are studying at a Federation University campus)

In Person:

(if you are studying at a partner teaching location) Student Administration office at your current teaching location

Federation Student ID Number:	Gender:	
Surname/Family name:		
Given Names:	Date of Birth:	

Phone Number:			Email:		
Address:					
				Suburb/ Town/City:	
State		Postcode:		Country:	
Visa Type:	Student :	Oth	er (Please specify clas	s type and subclass numbers):	

SECTION 2: Academic Details Program Code: Program Name: Strand/Major/Minor:

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Current Teaching location:		New Teaching Location:	
Effective from (Semester/Year):			
Supporting Documents Attached:			
Reasons for Location Change Reque	est:		

SECTION 3: Declaration

- I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.
- I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- I hereby apply for Transfer between Teaching Location and acknowledge that I have read and understood the University's 'Transfer between Teaching Location' procedure.
- If I have been awarded sponsorship or scholarship I will be required to obtain a new letter of approval from my sponsor before I am eligible to be accepted to transfer to a new teaching location.
- I am required to have valid Overseas Student Health Cover (OSHC) for the full duration of my study and that I will be required to extend my cover if the duration of the new program extends past my current cover.

Student Signature:

Office Use Only

	Approved					
Current Teaching location approval:	Not approved, Please provide the reason:					
(Partner/International Compliance)						
Nominated officer name:			Signature:		Date:	
International Authorization:	Deed of Variation letter has been issued PRISMS has been updated					
Student HQ/CUP Processing:	MySC updated	Cohort Year Changed	Enrolment NSI added	FdlGrades Study Plan		ager, Partner r sent a copy

Student Fee

Transfer fee posted			
Name:	Signature:	Date:	

Date: