

REQUEST FOR A TRANSFER

REQUEST TO CHANGE COURSE AT
SKYLINE INTERNATIONAL COLLEGE

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REQUEST TO TRANSFER FROM OTHER COLLEGE TO
SKYLINE INTERNATIONAL COLLEGE

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REQUEST TO LEAVE SKYLINE INTERNATIONAL COLLEGE

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Please Note: This request will be followed up by an interview and you must allow 10 working days to be processed.

To be filled out by the Participant and submitted to the Administration Department

Student Name:		
Student ID Number:		
Course (currently enrolled):		
CRICOS course code:		
Course start date:		
Address:		
Telephone/ mobile:		Email:
Reason for your request to transfer /change of course :(Please explain)		
Signature:	Date :	
<i>Every request for a transfer must be assessed and you will be interviewed.</i>		

Student Name: _____
Student Number: _____
Interviewed by: _____
Interview date/time: _____

ASSESSMENT OF REQUEST Checklist to be completed by Student Services

1. Is the student past the first 6 months of the first course? Details:	
2. All fees must be paid up to date.	
3. Has the student provided a letter from another registered provider confirming that a valid enrolment offer has been made?	
4. SIC must grant a letter of release if the above conditions have been met	
5. The release will be signed by the CEO	
6. Information is entered into the database and PRISMS	
Counselling process 7. If the student is close to completion of a unit or end of term we will advise the student to complete that term and the examinations. 8. Where the student is struggling with the academic work we will offer counselling as part of our intervention strategy. We will consider a change of course. 9. Provide information on the refund of fees. 10. We cannot release a student unless the destination is known. They must continue to be enrolled under the student visa conditions. 11. Any of the above may be reasonable grounds for refusing the request. Where SIC does not grant a letter of release, the student will be provided with written reasons for refusing the request and his or her right to appeal the decision. 12. Records of interviews and correspondence must be placed in the student files. 13. Information is entered into the database and PRISMS	
Letter of release (please ✓):	Letter explaining refusal of release (please ✓):
After the checking, this request goes to the CEO. Signature: _____ Date: _____	

For Office Use Only

Name correct	ID correct	Date received	
Course Dates	Fee status	Decision	APPROVED / NOT APPROVED
Database updated	New course expiry date	PRISMS changes	
Notes		Initials	