

Transfer of Provider Request Form

Details

Date:	
Student Name:	
Student ID:	
Course Title:	
Group Number:	

New Provider Details

Name:			
Address:			
Suburb:		State:	
Phone:		Fax:	
Email:		Website:	
CRICOS Number:			
Course:			

Section 1

I request a Transfer of Provider for following reasons: (Attach any supporting documentation)

Acknowledgement

I understand and acknowledge that this Transfer of Provider request will be processed in accordance with Pal Education Transfer of Provider Policy.

Notwithstanding, should my request be denied, I shall have 20 days to access the Complaints and Appeals process.

Print Name:		Signature:	
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Authorisation						
Authorisation for Processing						
Checklist:					YES	NO
Does the student have a Valid Letter of Offer						
Is the Student under the age of 18 years? - If so, has the Parent or Legal Guardian given written consent						
Does the student have any outstanding fees or charges						
Does the student have valid reason to change education provider? (Lower tuition fee or cheaper course is not valid reason for changing course)						
Has the student been maintaining good academic progress and attendance						
Has the student been informed of their requirement to contact Australian Department of Home Affairs						
Has the student been counselled on their request						
Comments:						
Action:	APPROVED			DENIED		
Signed:			Position:			
Print Name:			Date Processed:			
RTO Manager Use Only						
Letter of Release						
Letter of Release Issued:	Yes	No	Date:			
Sent by:			Signature:			
Obligations						
Pal Education Obligations end date:						
Department of Home Affairs Informed:	Yes	No	Date:			
Valid Reason for Transfer:	Yes	No	Date:		Signature:	
Valid reason for decline:	Yes	No	Date:		Signature:	
Comments						
Compliance Manager - Appeal of Decision						
Appeal Lodged:	Yes	No	Date:			
CA Number:			Date:			