

Student transfer request form

This form is to be used by [overseas students](#) enrolled in an Education Queensland International (EQI) program ('students'), who wish to transfer to another EQI school (internal transfer) or another CRICOS registered education provider (external transfer).

Before you submit this form, you should consider application deadlines for other schools or providers and speak to your international student coordinator and school guidance officer to discuss your educational pathways, the transfer process and the appropriate time to transfer. If your request to transfer is approved, you may be entitled to a refund of unused tuition and/or homestay fees, in line with EQI's [Refund policy](#). Please refer to your enrolment agreement for further information.

Only complete forms are assessed. EQI will assess your request and advise you, in writing, of our decision within 10 working days (external transfer) or 20 working days (internal transfer). For external transfers, if your request is approved, the date and reason for the transfer will be recorded in the Provider Registration and International Student Management System, as required by Australian law.



Privacy statement

Your personal information is collected on this form to assess your request to transfer from an EQI school to another school or provider. Some of this information is disclosed to your current school. If you have applied for an internal transfer, there is an exchange of your personal information (including information you provide below and information on your school file and OneSchool records) between EQI, your current school and any EQI school you may transfer to, for the purpose of assessing your request.

How to complete this form

1. Complete Section A: Student details
2. Complete Section B: Transfer to another EQI school OR Section C: Transfer to another CRICOS registered provider
3. Complete Section D: Student's agreement
4. Section E: Parent agreement must be completed for all internal transfer requests and requests for external transfer where the student is under 18 years of age
5. Please tick where appropriate.
6. For internal transfers (only) an [administration fee](#) applies. We will invoice you if your transfer request is approved.
7. This form must be submitted via email to EQInternational@qed.qld.gov.au with 'School transfer request' in the subject line and all required supporting documents attached. For enquiries, please phone 1800 316 540 (within Australia).

Section A: Student details

| | | | |
|---|---|---|--|
| Student name: | | EQI Student ID: | |
| Gender: | Female <input type="checkbox"/> Male <input type="checkbox"/> | Date of birth: | |
| Email: | | Mobile number: | |
| Current school: | | Current year level: | |
| Proposed new school/provider | | | |
| Proposed last day at current school: | | Proposed commencement date at new school/provider: | |

Section B: Transfer to another EQI school

| | |
|--------------------------|---|
| <input type="checkbox"/> | I have discussed my decision with my current school's international student coordinator and/or guidance officer |
| <input type="checkbox"/> | I have provided reasons for the transfer below |
| <input type="checkbox"/> | I have no outstanding fees |
| <input type="checkbox"/> | I understand that additional fees may apply, depending on the school and program I transfer to |
| <input type="checkbox"/> | My parent supports this request and has completed section E (required if you are under 18 years of age) |

Reason for transfer (you must include evidence of compassionate or compelling circumstances):

Section C: Transfer to another CRICOS registered provider

| | |
|--------------------------|---|
| <input type="checkbox"/> | I have discussed my decision with my current school's international student coordinator and/or guidance officer |
| <input type="checkbox"/> | I have completed six months of my principal course of study with EQI |
| <input type="checkbox"/> | I have no outstanding fees |
| <input type="checkbox"/> | My parent supports this request and has completed section E (required if you are under 18 years of age) |
| <input type="checkbox"/> | I have provided reasons for the transfer below (required): |

Reason for transfer (required):

Please attach the following to the email when returning this form:

- Evidence that a valid enrolment offer has been made
- For students under 18 years of age: evidence that the education provider accepts responsibility for approving accommodation, support and general welfare (for student who is not being cared for by a parent or approved relative).

Section D: Student's agreement

- I have read and understood the privacy notice at the beginning of this application form; and
- All information provided in this application form is true and accurate to the best of my knowledge.

| | | | |
|-------------------|--|--------------|--|
| Name: | | | |
| Signature: | | Date: | |

Section E: Parent agreement

| | | | |
|-------------------|--|---------------|--|
| Name: | | Email: | |
| Signature: | | Date: | |

Section F: Principal endorsement (current school)

| | | | |
|-------------------|--|---------------|--|
| Name: | | Email: | |
| Signature: | | Date: | |

Section G: Principal endorsement (new school)

| | | | |
|-------------------|--|---------------|--|
| Name: | | Email: | |
| Signature: | | Date: | |

Office Use Only - Section F: EQI Decision

- For internal transfer requests approval from both Principals has been provided by email
- For external transfers, releasing Principal is aware of request
- Necessary documentation to support this request has been provided (e.g. welfare arrangement is continuous, flight information)

Approval – Director, ISP, EQI

| | |
|--------------------------|---|
| <input type="checkbox"/> | I approve this request for the student stated on the attached Transfer request form to transfer to another school/provider. |
| <input type="checkbox"/> | I DO NOT approve this request for the student stated on the attached Transfer request form to transfer to another school/provider. |

Reason for **not** approving request to transfer:

| | | | |
|-------------------|--|--------------|--|
| Name: | | | |
| Signature: | | Date: | |