



SHAFSTON
www.shafston.edu

Student Transfer and Release Request Form

This form is to be used by students who hold a Student Visa and would like to formally withdraw from their course/s of study with Shafston House College Limited and would like to enrol with another provider.

- You are advised to read the 'Student Transfer and Release Policy and Procedure' before submitting your request for transfer and release.
- Please be advised that your request will be processed within 10 working days and you will be informed in writing of the outcome of your request.
- If class is in session, you are required to still attend class and work towards the completion of your enrolled course until and only if your request has been approved.
- Please ensure all requested documents have been attached when submitting it to the Student Support Officer. Applications without all required documentation will be denied.

Please complete this form, save to your computer and email to submit:

Personal Details	
Given Name:	<input type="text"/>
Family Name:	<input type="text"/>
Date of Birth:	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY
Email Address:	<input type="text"/>
Phone:	<input type="text"/>
Student Number:	<input type="text"/>
Australian Address:	<input type="text"/>
	<input type="text"/>

Shafston Course	
Current Course of Study	
Currently commenced course name:	<input type="text"/>
Principal Course of Study on Student Visa	
Highest level course name:	<input type="text"/>

Required Documents with this Form	
<input type="checkbox"/>	A copy of a valid 'Letter of Offer' from another RTO (start date must be in the future)
<input type="checkbox"/>	A VET Student Withdrawal Form from the student (detailing reason for wanting to transfer to another provider)
<input type="checkbox"/>	Additional documents (Evidence to support extenuating circumstances if six months of principal course has not been completed)

Signature

NOTE: If the student is under 18 written evidence from the student's parent or legal guardian supporting the transfer and written confirmation that the new provider will accept responsibility for approving a student's accommodation, support and general welfare arrangements are also to be attached.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature

Date

Submit your application to withdraw to: vocational@shafston.edu

You may also submit this form in person at:
Room 115 - Kangaroo Point Campus or
Reception - Gold Coast Campus

You will receive written notification to your nominated email account once your request to withdraw has been finalised.



Student Transfer and Release Request Form

Admissions Office Use Only

Shafston Decision:

Transfer is Approved

Signature:

Date:

Transfer is Denied

Signature:

Date:

Check Payment of Fees is up to date:

VET Withdrawal Form Received

If Approved:

Release Letter Emailed to Student

PRISMS actioned

If Denied:

Release Refusal Letter Emailed to Student