

# Application for transfer to another Victorian School

## International Student Program



*For students who have commenced study at Caroline Chisholm Catholic College*

To apply for a transfer of enrolment please complete this form and return it to Caroline Chisholm Catholic College

### School Transfer Process

1. All sections of this form must be completed before submitting it to Caroline Chisholm Catholic College.
2. On receipt of this completed form, Caroline Chisholm Catholic College will issue the transferring school a fee invoice.
3. Once payment has been received, Caroline Chisholm Catholic College will process the transfer request.
4. When the transfer has been approved, Caroline Chisholm Catholic College will issue a Confirmation of Transfer letter.

**TRANSFERS MUST NOT OCCUR UNTIL CAROLINE CHISHOLM CATHOLIC COLLEGE HAS ISSUED A CONFIRMATION OF TRANSFER LETTER.**

#### *How to complete this form*

- This form is for the purpose of transferring between Victorian schools.
- Applications to transfer can be submitted anytime, up to two weeks before the end of any term.
- Completion of this form does not constitute a release from Caroline Chisholm Catholic College. Current enrolment and welfare arrangements must remain in place until a transfer decision is confirmed.
- All sections of this form must be completed before submitting it to Caroline Chisholm Catholic College
- Please use ONLY black or blue ink.
- Please complete this form in English only.
- This form must be completed by a parent/carer or student aged 18 years and over and signed by the Principal of Caroline Chisholm Catholic College and the new school.

### Step 1: PARENT TO COMPLETE THIS SECTION

#### Section A - Student Details

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student ID No \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Country of Origin \_\_\_\_\_

VCAA No \_\_\_\_\_ Current year level: \_\_\_\_\_

Name of current school: Caroline Chisholm Catholic College

Current home address details: \_\_\_\_\_

Proposed commencement date of studies at new host school: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of proposed new host school/s: 1. \_\_\_\_\_  
2. \_\_\_\_\_

## Section B - Reason for Transfer

Change in accommodation/welfare arrangements. Please provide evidence of new address details (eg. rate notice, rental agreement, utilities bill)

Preference of school

Other. Please specify:

Please provide any further details of the reason for the transfer request:

## Section C - Current Welfare Arrangement

I am not requesting a change to my current welfare arrangement

I will need my current welfare arrangement to change with this school transfer request

*(A Change of Welfare Application Form will also need to be completed)*

See the Overseas Student Coordinator.

## Section D - Required Documents

Evidence to support the reasons for transfer (if application is within the first six months of study)

Copies of student's attendance reports (ie: Compass)

Copies of student's most recent school reports (ie: Compass)

## Payment Information

A \$1000 non-refundable transfer fee applies.

Following receipt of this form, Caroline Chisholm Catholic College will send your invoice to the preferred email address provided to Caroline Chisholm Catholic College.

You can pay the Transfer Fee online in Australian dollars with your credit card, through BPAY if you have an Australian bank account or from overseas. Please visit our website at <http://www.cccc.vic.edu.au> to make a payment once you have received your invoice.

Your receipt is available immediately upon the transaction being completed. Transfer requests will be processed upon receipt of payment.

Payment of the transfer fee does not constitute approval of this transfer request. Current enrolment and welfare arrangements must remain in place until a transfer decision is confirmed by the issue of the Confirmation of Transfer Letter from Caroline Chisholm Catholic College.

## Section E - Parent/Carer

Name

Signature

Date

**PARENT/ AGENT: PLEASE SUBMIT THIS FORM AND REQUIRED DOCUMENTS TO CAROLINE CHISHOLM CATHOLIC COLLEGE**

**Step 2: CAROLINE CHISHOLM CATHOLIC COLLEGE TO COMPLETE THIS SECTION**

**Section F – Caroline Chisholm Catholic College**

Student Fee Category:    Standard                  Dependent                  Study Abroad                  Temporary

Student's current welfare arrangement:

Option 1. Parent / Legal Guardian

Option 2. Department of Home Affairs (DHA) Approved Relative

**School Principal**

I \_\_\_\_\_, Principal of Caroline Chisholm Catholic College acknowledge that the above student has requested a refund of enrolment and all required evidence is attached.

Name

Signature

Date

*CAROLINE CHISHOLM CATHOLIC COLLEGE: PLEASE SUBMIT THIS FORM AND REQUIRED DOCUMENTS TO THE NEW HOST SCHOOL*

**Step 3: NEW HOST SCHOOL TO COMPLETE THIS SECTION**

**Section G - New Host School Acceptance**

New Host School Response. Only complete the section below if accepting the student. If you are unable to accept this transfer, please send this form back to Caroline Chisholm Catholic College.

School Name:

I AM prepared to accept this student transfer.

School Appointed Representative's signature:

Name

Signature

Date