

APPLICATION TO TRANSFER TO / FROM ANOTHER PROVIDER

Note: All students must contact the Marriott Academy Student Support and Careers Manager (SSCM) before completing and submitting this application. The SSCM shall provide initial advice regarding your intention to transfer and the process that must be followed. Students must also read Marriott Academy's Overseas Student Course Transfer Policy and Procedure, which can be downloaded from Marriott Academy's website.

This is an application to transfer from Marriott Academy to another provider Section A & C	Complete
This is an application to transfer to another provider from Marriott Academy Section B & C	Complete

SECTION A - You want transfer from Marriott Academy to another provider

1.0 Student Personal Details

Student Full Name (as it appears on your passport)	
Student ID Number	

2.0 Details of your new Provider

Provider Name	
Provider Address	
Provider Telephone	
Name of Contact Person (person approving your transfer)	
Provider CRICOS Number	

3.0 Details of the course you will be studying at your new Provider

Qualification Code & Title		
Duration of Course (weeks)		
Course Start & End Date	Start / /	End / /

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Version: 1.1

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YOU MUST ATTACH A COPY OF THE LETTER OF OFFER FROM YOUR NEW PROVIDER.

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SECTION B - You want transfer from another provider to Marriott Academy

1.0 Student Personal Details

Student Full Name (as it appears on your passport)	
Student ID Number	

2.0 Details of your current Provider

Provider Name	
Provider Address	
Provider Telephone	
Name of Contact Person (person approving your transfer)	
Provider CRICOS Number	

YOU MUST ATTACH A LETTER FROM YOUR CURRENT PROVIDER APPROVING YOUR REQUEST TO **TRANSFER.**

3.0 Details of the course you are studying at your current Provider

Qualification Code & Title		
Duration of Course (weeks)		
Course Start & End Date	Start//	End//

YOU MUST ATTACH A COPY OF ALL THE RESULTS YOU HAVE ATTAINED FOR ALL COURSES YOU ARE CURRENTLY STUDYING, OR HAVE COMPLETED, WITH YOUR CURRENT PROVIDER

4.0 Details of the course you want to study at Marriott Academy

Qualification Code & Title		
Duration of Course (weeks)		
Course Start & End Date	Start//	End//

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SECTION C - Information and evidence to support your request for a transfer

Provide a detailed statement explaining the reasons why you want to transfer.

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List all of the documents you MUST attach to this application		
Copy of Letter of Offer		Attach this if you are transferring from Marriott Academy to another Provider
Copy of Letter of Approval of Transfer		Attach this if you are transferring to another Provider from Marriott Academy
Record of Results		Attach this if you are transferring to another Provider from Marriott Academy

List all of the documents you are attaching to this application and explain the purpose of the document		
Document Name	Why are you providing this document?	

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STUDENT DECLARATION

I declare that the information given in this application and the supporting documentation is true and correct.

I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in refusal of my request to transfer

I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant). I declare that I have access to sufficient funds to cover tuition fee, travel, living costs and OSHC costs for myself and my dependants for the total duration of my stay in Australia.

I declare that I have visited Marriott Academy's website and/or read the relevant course guide and understand the relevant sections, including the course information of the courses I have selected, admission and entry requirements, tuition fees, terms and conditions and the fee and refund policy.

I agree to allow the RTO to check my visa entitlements via DHA's Visa Entitlement Verification Online (VEVO) system. I agree to allow the RTO to obtain official records from any prior or current educational institutions I have attended, and/or employers I have stated, on this application form, by whom I have been employed. I have read and understood the above conditions and accept them in full.

Your Full Name (as it appears on your passport)	
Your Signature:	Date:

OFFICE USE ONLY

Office Use Only	
	Transfer not approved (provide reason(s) below)
	Transfer approved
	Letter sent to student, including return of any original documents
	Student enrolment updated on Student Management System and PRISMS
	Copies of all documents added to student administrative file
	Any issues of significance relating to Marriott Academy operations and management added to agenda items for next RTO Management meeting
Authorised Officer (print name)	
Position	
Authorised Officer (signature)	
Date:	

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