

**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**

<b>Student Full Name</b> <i>(as it appears on your passport)</i>	
<b>Student ID Number</b>	

**2.0 Details of your new Provider**

<b>Provider Name</b>	
<b>Provider Address</b>	
<b>Provider Telephone</b>	
<b>Name of Contact Person</b> <i>(person approving your transfer)</i>	
<b>Provider CRICOS Number</b>	

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

<b>Qualification Code &amp; Title</b>	
<b>Duration of Course</b> <i>(weeks)</i>	
<b>Course Start &amp; End Date</b>	Start ___/___/____ End ___/___/____



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

**SECTION B – You want transfer from another provider to Marriott Academy****1.0 Student Personal Details**

<b>Student Full Name</b> <i>(as it appears on your passport)</i>	
<b>Student ID Number</b>	

**2.0 Details of your current Provider**

<b>Provider Name</b>	
<b>Provider Address</b>	
<b>Provider Telephone</b>	
<b>Name of Contact Person</b> <i>(person approving your transfer)</i>	
<b>Provider CRICOS Number</b>	

**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**

<b>Qualification Code &amp; Title</b>	
<b>Duration of Course</b> <i>(weeks)</i>	
<b>Course Start &amp; End Date</b>	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**

<b>Qualification Code &amp; Title</b>	
<b>Duration of Course</b> <i>(weeks)</i>	
<b>Course Start &amp; End Date</b>	Start __ / __ / ____      End __ / __ / ____













## 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](http://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: \_\_\_\_\_





**NOTES:**

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