

Change of Education Provider Request Form

This form is to be completed and signed by the student’s parent and returned to DE International by email to isc@det.nsw.edu.au

I,, father / mother (circle) of:

Student Family Name Given Name

Address

Mobile Email

DOB/..../..... ATE: S0..... School

Request approval for my child to change education provider to:

Course applied for at new education provider:

Start date of course at new education provider:

Education Agent:.....

NOTE: This form must be supplied to DE International no less than four weeks prior to the start date of proposed course. A copy of the offer letter for the proposed course must be supplied with this form.

Please provide reason for request:

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I have read and understand the Change of Education Provider Guidelines and acknowledge that my request will be assessed against these guidelines. I have also provided evidence to support my request.

Father / Mother’s Signature Date:/...../.....

NSW Government Schools – Change of Education Provider Guidelines

Any change of provider requests must be submitted in writing to DE International and signed by the parents of the student named in the request.

It is a requirement that students must remain enrolled for a minimum of six months in their principal course (this is the course with the highest level of qualification in a packaged or single course). Where a student is studying an intensive English course packaged with high school the principal course is the high school course.

Students requesting transfer to another provider in the first six months of their course are only permitted under compelling circumstances which include:

- A student's relative who is their guardian/carer is moving to another state;
- The student has special needs which cannot be catered for within the NSW government school system.

Applications for transfer to another provider will be considered on a case-by-case basis.

Situations where NSW Department of Education will not approve change of provider requests include, but are not limited to:

- where the student has failed to meet attendance or course progress requirements and has been issued with a letter of intention to report to the Department of Immigration and Border Protection (DIBP);
- subject selection: subjects that a student has elected to study are unavailable at their school but are available at another NSW government school. A change in school placement to the nearest available NSW government school with availability in these subjects will be arranged;
- change of mind with no evidence provided of exceptional circumstances;
- change of address: change of education provider in order to be enrolled in a school closer to a proposed relative or homestay. A change of school placement to another NSW government school may be offered if approval of the proposed relative or homestay is considered appropriate by NSW Department of Education;
- change of education provider to be closer to a student's new residence where the student is over 18 and has elected to relocate outside of their school's drawing area;
- where the student is ineligible for the course applied;
- where NSW Department of Education believe a change of education provider will be to the detriment of the student – particularly for younger students where changes may not be in the best interest of the student's welfare.

Requests received will be processed by DE International within ten working days and a written response will be provided, advising of the outcome of the request.

Students should not make arrangements to enrol with an alternative education provider until DE International has been contacted and approval received.

Where written approval is received the student must:

- provide a copy of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) – where appropriate – to DE International;
- complete all sign out procedures at their school and return all text books and laptop computer to the school prior to enrolling in their new course; and
- contact the Department of Immigration and Border Protection (DIBP) for advice regarding whether a new student visa is required;
- submit a written request from their parents for a refund of tuition fees. Refund terms and conditions will apply, as provided on the NSW Government Schools International Student Application Form.