

UNIWORLD COLLEGES

Transfer/Withdrawal

Transfer or withdrawal before completing six months of the principal course.

Please note that a release letter will not be provided for transfer or withdrawal before a student has completed six months in the principal course, except after consideration of the limited circumstances specified in National Code Standard 7.2 and Uniworld College's documented policy.

If you intend to transfer from your course, you must:

- Check that you have completed 6 months in a Principal course (eg. Year 11 course in High School, VET course if you have an English / VET package).
- Check that your attendance is over 80%.
- Check that all fees are paid.
- Fill in an Office Request Form at Reception, indicating that you wish to withdraw. Enter the date, English name, class, student number and mobile number so that the Student Services Officer can contact you.
- Attach a Letter of Offer from your next provider.
- Indicate what documentation you require and by when (documents will not be provided if any fees are outstanding).
- Advise us of your transfer/withdrawal from a course. If you do not do so, your attendance will continue to be calculated. If your attendance then drops below 80%, you will be issued a 20 day notice of intention to report unsatisfactory attendance to DIAC who will decide if you may have to return to your country.

NOTE for High School students

- If you do not advise us in writing that you are transferring or withdrawing from the High School three weeks before the end of the current term, you must pay the full fee for the next term.
- If you have not completed your Yr 11 course you will not receive a Board of Studies Year 11 Preliminary Certificate.