



The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane t/a

Southern Cross Catholic College

CRICOS NO. 01401G

307 Scarborough Road, Scarborough, Queensland 4020, Australia

APPLICATION FOR STUDENT TRANSFER / LETTER OF RELEASE

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

Student name: _____ PC: _____

Current Address: _____
Address
in home country: _____

Phone no: _____ Email address: _____

Reason for transfer:

Please state why you wish to transfer to another school.

Attachments:

Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any Department of Immigration approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer.

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The school may ask for more documentation if it requires it. Applications are usually processed in 10 working days.

Student signature

Date