



Document ID:	FORM ENR 3.4.1 F1: - Request for Transfer Prior to Completing First Six Months of Principal Course
Responsibility:	Manager, Admissions
Version No:	1
Issue date:	29/6/07

GREY SECTION: OFFICE USE ONLY

	Responsible Mgr.	<i>Response Time:</i>	<i>Priority</i>	1 (24hrs – OH&S)	2 (5 days)
		<i>Request for Transfer Supported or Refused? (Circle)</i> <p style="text-align: center;"><i>Supported.</i></p> <p style="text-align: center;"><i>Refused.</i></p>			
<i>Refer to and Complete section 4.</i> <i>Date Received by / Returned to Manager, Admissions</i>					

4. Reasons for Management Response	Responsible Mgr	<i>If the student appeal for a transfer within the first six months of their principal course has been declined, document rationale here:</i> Summarize key factors for appeal advised by student: A Does the request fall into any of the reasonable grounds to decline a student request for transfer in the first six months of the principal course of study? If yes, list which one. B Does the request fall into any of the circumstances in which ACN will grant approval for a transfer? If yes, list which one. C If neither A or B, does the request contain reasonable proof that it would NOT be in the students best interest to remain in their principal course at ACN? If yes, specify here: <i>REFER ENR 3.4 Student Transfer Request Assessment Policy. Send to/Date Received by MD:</i>			

5. Close	Managing Director	Outcome Confirmed Correct by:	Response to Student Confirmed in Writing on: Date ___/___/___ By: _____
		MAZE Updated: Changes Required? (propose and complete ACN0.4.5 Continuous Improvement)	Closed on: Date ___/___/___ By: _____



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REFERENCES:

Policy Number:	Policy Title
STS 4.2	Grievance Policy
ENR 3.4	Student Transfer Request Assessment Policy
FORM STS 4.2.1. F2:-	Request for Transfer Within First Six Months of Principal Course
FORM STS 4.2.1 F1-	Appeal of Declined Transfer Request