

## Internal Release and Transfer Form

This form is used for students who wish to transfer between courses within Baxter Institute and from Baxter Institute (RTO 7030, CRICOS 02233M) to Australian Management and Technical College (ATMC) (RTO 22158 CRICOS 03013D) under the ATMC Education Group.

Student to tick:  
 I wish to transfer from a current Baxter course to a new Baxter course  
 I wish to transfer from a Baxter course to an ATMC course

### Student Details

Student ID:   
 Family Name:  Given Name:   
 Course Code:  Course Name:   
 Course start date:  Agent (if applicable):

### Transfer to:

Course Code:  Course Name:   
 Intake date:

### Reasons for Transfer

- Baxter Institute is unable to continue to provide the course that the student is currently enrolled .
- The course the student wishes to transfer to better meets the study capabilities or the long term goals of the student.
- Compassionate or compelling circumstances that led to a permanent change in the student's circumstances causing the enrolment inappropriate to continue (e.g. Serious illness or death of a close family member). *Please attach supporting documents to this application if you select this option.*
- Other, please specify:

### Important Information

- According to the National Code 2018 (legislation): Prior to a student completing 6 months of their principal course (highest course enrolment on the student's initial visa) , a letter of release is required for the student to transfer to another institute.
- Applications for internal release will be considered by the Management and responded within **10 working days** of being received by Baxter Institute.
- Students must attend classes during this application process.
- An application for refund cannot be submitted at the same time with the letter of release application. This refund application might be submitted once the student has been granted the letter of release, in this case the refund calculation will be based on the date the student was granted the letter of release.
- If there is a gap in LLN result between the current course and the new course, students have to attend the LLN interview.
- Students to submit this Internal Release and Transfer Application Form EITHER by:  
 Sending email to [reception@baxter.vic.edu.au](mailto:reception@baxter.vic.edu.au) ; OR  
 Submitting in person at the Reception Desk at 601 Bourke Street, Melbourne, VIC 3000, Australia

### Student Declaration

I declare that the above information is true and correct. I have read and understood the Important information above.

Student Signature:  Date:

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