QA Course Transfer Form

This is not standard paperwork and can only be completed by a head of campus with approval.
Q Academy courses are non-transferable, except at the discretion of Q Academy. In the case a course is transferred this paperwork is used to track the process.

Standard terms of enrolment state: The Course and all payments are non-transferable to another person or Course, except at the discretion of the Academy, and if approved in writing by the Academy (which may be refused for any reason in the Academy's discretion).

"Date of application"	

Outgoing Student Details

Name of student				
Details of course	Qualification		Campus	Method
Phone		Email		

Incoming Student Details

Name of student				
Details of course	Qualification		Campus	Method
Phone		Email		

Terms of transfer

Please read each term of deferment and tick against them
I understand that course transfer is not a standard term. This transfer does not set a precedent.
Course cannot be transferred to a current Q Academy student or a person who has enquired about a Q Academy course
The outgoing student is **not** eligible for "student for life" option on any transferred qualifications or course.
The incoming student is only eligible for "student for life" option on the transferred qualifications or courses listed on this form.
The incoming student must meet all listed prerequisites for study. The incoming student must sign against terms and conditions of study as listed on the enrolment form, and abide by those listed in the student handbook.
The incoming student is not eligible for refund terms listed on the enrolment form. As this was used by the outgoing student.
The incoming student's placement in a course is subject to availability. This is determined by the placement not exceeding the maximum number of students within that class, this is determined by and at the discretion of that Q Academy training site.
The outgoing student must have completed any financial arrangement entered with Q Academy prior to transfer.
Any financial arrangements for this transfer are external to Q Academy. The incoming student has not entered into a financial agreement with Q Academy. Any items relating to the Australian Consumer Law and other applicable laws are only eligible for the outgoing student's original enrolment and financial agreement. The outgoing student is not eligible for any financial recompense from Q Academy.
The incoming student will be required to use any materials originally provided to the outgoing student. Any items that require replacement or updating can be purchased for the listed rate on the enrolment form. *If the course manual has been updated, a new course manual can be purchased at listed cost. If different size shirts are required they can be purchased at the listed rate.*

DECLARATION

I declare that to the best of my knowledge, the information supplied on this form is all true and correct .By signing below the outgoing and incoming students are both agreeing to the terms listed on this agreement.

Outgoing Student Signature Date

Incoming Student Signature Date

Office use only			
Received by		Date	/ /
Documents sighted and attached		□ Yes	□ No

Office Use only

Date Notes