

# Factsheet - Transfer

## I am an overseas student studying at Lawson College Australia, Dandenong. How do I apply for a TRANSFER out of Lawson College Australia?

Lawson College Australia has an accessible and comprehensive policy and procedure relating to overseas student transfers – (Policy & Procedure – Overseas Student Transfers) <https://lawsoncollege.edu.au/international-student-policies/>

### Actions to be taken by you:

#### **If you have completed less than six months of study in your Principal Course:**

You will need to make an appointment with Student Support Services to find out if you are eligible to transfer to another education provider.

Please note that a transfer release will only be approved if you have compassionate or compelling/exceptional circumstances.

#### **If you have completed six calendar months or more of study in your Principal Course:**

You should complete a Student Course Variation form (SCV) form. If you are unsure, please make an appointment with Student Support Services. [support@lawsoncollege.edu.au](mailto:support@lawsoncollege.edu.au)

Should you wish to enrol in another course at Lawson College Australia that you are eligible, please make an appointment with Student Support Services.

### **Implications of transferring out of Lawson College**

#### **Please note that:**

- Other education providers will not be able to issue you with a Confirmation of Enrolment (CoE) or enrol you in any courses unless you have been approved for a Transfer Release from Lawson College Australia.
- You will be required to pay back (reimburse) Lawson College Australia of any 'Spent Scholarship' if applicable.



#### **Lawson College Australia**

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#### **Contact Us:**

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