



Student Declaration

- ☐ I declare that the information provided in this Internal Course Transfer Form and all supporting documents submitted are true, complete, and accurate.
- ☐ I understand that Marriott Academy will assess my request in accordance with its policies and procedures and that approval of an internal course transfer is not guaranteed.
- ☐ I understand that my request may not be approved if I have unpaid fees, if appropriate support services have not yet been provided, or if the transfer may negatively affect my course progression or visa requirements.
- ☐ I understand that, if approved, a new Confirmation of Enrolment (CoE) may be issued where required and that additional fees may apply.
- ☐ I understand that it is my responsibility to contact the Department of Home Affairs to check any impact the internal course transfer may have on my student visa.

Student Name:			
Date:		Signature:	





Office Use Only

Received and checked by: Name:

Date:

Fees up to date	☐ Yes	☐ No
If No , add comments:		
Evidence provided	☐ Yes	☐ No

COE affected	☐ Yes CoE no.: _____	☐ No
Future COE dates affected?	☐ Yes	☐ No

Future COE course	Future COE (new) start date	Future COE (new) end date

Processing staff:		Signature:	
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Authorised Management Approval:	
Designation:	Name:
Signature:	Date:

Decision on the Request:	☐ Granted	☐ Not Granted
☐ PRISMS Processed	Date:	
New CoE issued	☐ Yes	☐ No
☐ Student notified	Date:	
Student File Checklist for Internal Course Transfer:	☐ Evidence of "Notification given to student" has been attached in the file ☐ Previous CoE attached in the file ☐ New CoE attached in the file ☐ Documentary Evidence including this form and supporting documents have been kept in file	

