

**Instructions: Please complete sections 1-4.**

Use this form when you want to authorise The English Language School in Sydney to transfer you tuition fees to another provider.

**Section 1: Student details**

Student Number		Course	
First Name		Course Start Date	
Last Name		Agent Name	

**Section 2: Transfer details - I want to transfer my funds from:**

<b>From</b>	English Language Schools (EL SIS)	<b>to</b>	English Language Schools (EL SIS)
	ECA Graduate Institute (EGI)		ECA Graduate Institute (EGI)
	Asia Pacific International College (APIC)		Asia Pacific International College (APIC)
	ECA College (ECAC)		ECA College (ECAC)
	Victoria University Sydney		Victoria University Sydney
	Australian College of Care Leadership and Management (ACCLM)		Australian College of Care Leadership and Management (ACCLM)
	Education Centre of Australia		Education Centre of Australia
	UTAS Melbourne		UTAS Melbourne

**Section 3: Payment mode (How did you pay for your tuition fees?)**

Bank Cheque	Credit Card*	TT
Bank Deposit	EFTPOS	BPAY

**Section 4: Amount Paid**

Fee Details		Comments
Tuition Fee	\$	
Material Fee	\$	
Enrolment Fee	\$	
OSHC	\$	
Other	\$	
<b>TOTAL</b>	\$	

Student Signature		Date	
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**Office use Only**

Manager Decision	Approved	Rejected	Date	
Manager Name			Signature	
Details				

**Accounts Department**

Accounts Department Processed by		Date Received	
Signature		Date Processed	
Transferred Amount		Transferred Amount	\$