



### ACS - TRANSFER APPLICATION

Prior to deferring your studies, complete the form below and submit it to your provider with appropriate payment. Payment must be made to the provider upon submission of this form. ACS will then finalise and approve. Taking leave prior to ACS approval will result in withdrawal from the Professional Year Program.

#### STUDENT FEES ACKNOWLEDGEMENT

I, \_\_\_\_\_, understand that I am responsible for all associated student fees related to my deferral. Furthermore, I understand that ACS has final approval of any requested student fee waivers.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### STUDENT FEES (choose one)

- Waived Fee – **Subject to ACS Approval** based on Reason (emergency, etc.) and Evidence provided
- \$115 (+ GST) – Submitted **no later than 14 days prior** to PE online course commencement
- \$900 (+ GST) – Submitted **within 14 days of/after** PE online course commencement

#### PROVIDER FEES (choose all that apply)

- No Fee – Submitted promptly; **no later than 14 days prior** to PE online course commencement
- \$220 (+ GST) – Submitted **within 14 days of/after** PE online course commencement or late
- \$220 (+ GST) – Late Internship Placement Fee
- \$220 (+ GST) – Ongoing Admin Error Fee

#### PROGRAM DETAILS

Application Date	
Provider Name	
State/Territory	

#### STUDENT DETAILS

First Name	
Surname	
Provider ID Number	
ACS Member Number (if known)	
Email Address	
Mobile Number	

#### REASON and EVIDENCE FOR DEFERRAL - *Be as specific as possible!*

<b>Please attach all relevant documentation (e.g. medical certificate, flight bookings, etc.)</b>

#### TO BE COMPLETED BY PROVIDER

Current PYP Cohort ID	
Current PE Online Course	
Current Visa Type	
Visa Expiry Date	
Does the student have full work and study rights?	Yes      No
Planned Return Date to Course	
New Internship Placement Date	
New Planned Graduation Date	

Send completed forms (**PDF or DOC**) to [professionalyear@acs.org.au](mailto:professionalyear@acs.org.au).  
If you have questions regarding the contents of this form, please contact the ACS Education Team.