

**Transferring or receiving a service form**

Complete this form if you are transferring or receiving a service before 19 May 2017:

<p><b>Are you transferring or receiving a service, or both ?</b> For example, you may be transferring one service and receiving two others. If so, tick both.</p>		
<p><b>Transferring</b></p>   <p>(✓ - if this applies to you.)</p>	<p><b>Receiving</b></p>   <p>(✓ - if this applies to you.)</p>	
<p><b>Details if you are transferring a service</b> This applies if you are <i>selling</i> a service</p>		
<p>If you are transferring a service, then complete the details below for each service being transferred by you to another Approved Provider:</p>		
<b>Service details and timing</b>	<b>Name of receiving Approved Provider</b>	<b>Details for receiving Approved Provider</b>
Service Approval No:	Name:	Contact Number:
Date of intended transfer:	Provider Approval No:	Email:
Service Approval No:	Name:	Contact Number:
Date of intended transfer:	Provider Approval No:	Email:
<p>If you are transferring more than 2 services, then please include details of such additional transfers as an attachment to this letter. It should also be returned to Department of Education with this signed letter.</p>		
<p><b>Details if you are receiving a service</b> This applies if you are <i>buying</i> a service</p>		

If you are receiving a service, then complete the details below for each service being received by you:

<b>Service details and timing</b>	<b>Name of transferring Approved Provider</b>	<b>Details transferring Approved Provider</b>
Service Approval No:  Date of intended transfer:	Name:  Provider Approval No:	Contact Number:  Email:
Service Approval No:  Date of intended transfer:	Name:  Provider Approval No:	Contact Number:  Email:

If you are receiving more than two services, then please include details of such additional transfers as an attachment to this letter. It should also be returned to Department of Education with this signed letter.