

## INTERNAL COURSE TRANSFER APPLICATION FORM

### About This Form

This form is to be used when making an application to transfer from your existing course to another course offered by us. Your request will be considered according to our Course Transfer Policy. Please review your International Student Handbook for further information. Please note that any refunds will be processed as per the information included in the International Student Handbook about fees and refunds. If you believe you are due a refund you should also complete the Refund Application Form.

### Student Details

Student Name			
Student ID			
Date of Birth		Gender	Male   Female   Other
Course			
Nationality			
Address (including street number and name, suburb or town, postcode and country)			
Postal Address (If Different)			
Phone Number/s			
Email Address			

### Course Transfer Request

Please specify the course you would like to transfer to.

--

## Reason For Change of Course

Please briefly describe the reason you wish to change course.

Please specify the date from which you would like this change to take effect.

Student Name

Signature

Date

### For Office Use Only

APPLICATION FOR  
INTERNAL COURSE  
TRANSFER:

APPROVED

NOT APPROVED

Checklists:

NOTIFIED STUDENT

SMS UPDATED

PRISMS UPDATED

Comments

APPROVED / REJECTED BY:

Staff Name:

Position:

Signature:

Date: