

INTERNAL COURSE TRANSFER FORM

Student Name		Student Number	
Current address		Current contact details	Home:
			Mobile:
Email			
Current Course		Expected Last Day of Study	
Course requesting to be transferred to		Course Start Date	

Reason for Transfer

No longer interested in the current industry of study and wish to study another field	<input type="checkbox"/>
The current course I am studying is too hard	<input type="checkbox"/>
The course I am studying does not meet my expectations	<input type="checkbox"/>
Other (Provide details):	<input type="checkbox"/>

Student Declaration

I was informed by Student Support Officer of the Course Transfer Policy. I understand and agree to conditions of this policy. I am fully aware that this transfer will be informed to the Secretary of the Department of Education and may affect my student visa. I am also aware of the consequences of the transferal of my studies. I am fully aware that I must contact the immigration department for enquiries relating to my visa.

Student/Guardian Signature: Date:

Office Use Only
<input type="checkbox"/> Verified evidence and reason. Counselling student – counselled by:.....
<input type="checkbox"/> Updated SMS course status for the current and future enrolments – processed by:.....
<input type="checkbox"/> Updated SCV in PRISMS- processed by:.....
Other Comments: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>