



## 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

Given name/s			
Surname			
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality		Student number	
Address including street number and name, suburb or town, postcode and country			
Phone number/s			
Email address			

### Reason for withdrawal

Please briefly describe the reason you wish to change course.	
Please specify the date from which you would like this change to take effect.	
Name	
Signature	
Date	



OFFICE USE			
<b>Outcome:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
<b>Comments/ Reasons:</b>			
<b>Approval by:</b>			
<b>Position:</b>			
<b>Full Name:</b>			
<b>Signature:</b>		<b>Date:</b>	/ /