

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 and Associated Procedures. Please review the policy, your Student Agreement and our International Student Handbook for further information. Please note that any refunds will be processed as per the information included in your Student Agreement and our 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		Student number	
Phone number/s			
Email address			

Course transfer details

Please briefly describe the reason you wish to change course.	
Please specify the date from which you would like this change to take effect.	
Please tick the new course you would like to transfer to:	
<input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery	
<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management	
<input type="checkbox"/> SIT50422 Diploma of Hospitality Management	
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	
Student Declaration	<input checked="" type="checkbox"/> I understand that an administration fee is involved of \$200 if I am granted permission to change my course of study.

	<input checked="" type="checkbox"/> I understand that my visa may be affected by this application so I should contact Department of Home Affairs on 131881 to discuss any implications. <input checked="" type="checkbox"/> I agree to pay any additional fees that may apply to my new course.
Student Name	
Student Signature	
Date	

Office use only

Finance department approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
CoE Change Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
CoE Change Approved by		Position	
Reason of Decision			