

# Application for Course Transfer

Closing Date – 30 November



**DEAKIN**  
UNIVERSITY AUSTRALIA

STUDENT ID NUMBER									

Students who have commenced studies in an award course at Deakin University may apply to transfer to another course. Students must complete an Application for Course Transfer and submit this to the Faculty of their first preference. Once an application for course transfer has been approved, students will not normally be permitted to transfer back into the initial course at a later date.

## Guidelines for submitting an Application for Course Transfer

- Submission of this application form does not guarantee a course transfer and will be subject to academic performance and availability of places. You must re-enrol in your existing course by the published cut off date to ensure that you can study in the next academic year and to avoid the late re-enrolment fee of \$200.
- Applicants will be notified of the outcome of their application for course transfer by the end of January next year.
- Successful course transfer applicants contacted by the faculty and advised of the next step.
- Applicants will be permitted to accept only one offer of course transfer.

Student Name		
Title	Family Name	Given Names

Current Course (please complete all fields)			
Course Code	Course Name	Campus	Course Mode On or Off
Current Course Fee Arrangements (tick appropriate box)			
HECS-HELP <input type="checkbox"/>	FEE-HELP <input type="checkbox"/>	Australian Fee Paying <input type="checkbox"/>	International Fee Paying <input type="checkbox"/>

Preferences Summary		NB: Please also complete detailed preference form overleaf		
Course Preference/s	Course Code	Course Name	Campus	Course Mode - On or Off
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				

## Details of Proposed New Course(s)

Print clearly the course details of the course(s) for which you are applying

1 <sup>st</sup> Preference - New Course (please complete all fields)	
Course Code	Course Name
Campus	Course Mode (on campus or off campus)
New Fee Arrangement <input type="checkbox"/> HECS-HELP <input type="checkbox"/> FEE-HELP <input type="checkbox"/> Australian Fee Paying <input type="checkbox"/> International Fee Paying	
<b>FACULTY USE ONLY – NB: Application form is not for processing in DSA, a Course Transfer Enrolment form with HECS/FEE-HELP form (where applicable) must be submitted for processing</b>	
Selection Outcome      Offered: <input type="checkbox"/> Not Offered: <input type="checkbox"/>	
Selection Officer Signature:	Date:
<i>For combined courses</i> Selection Officer Signature:	Date:

2 <sup>nd</sup> Preference – New Course (please complete all fields)	
Course Code	Course Name
Campus	Course Mode (on campus or off campus)
New Fee Arrangement <input type="checkbox"/> HECS-HELP <input type="checkbox"/> FEE-HELP <input type="checkbox"/> Australian Fee Paying <input type="checkbox"/> International Fee Paying	
<b>FACULTY USE ONLY - NB: Application form is not for processing in DSA, a Course Transfer Enrolment form with HECS/FEE-HELP form (where applicable) must be submitted for processing</b>	
Selection Outcome      Offered: <input type="checkbox"/> Not Offered: <input type="checkbox"/>	
Selection Officer Signature:	Date:
<i>For combined courses</i> Selection Officer Signature:	Date:

3 <sup>rd</sup> Preference – New Course (please complete all fields)	
Course Code	Course Name
Campus	Course Mode (on campus or off campus)
New Fee Arrangement <input type="checkbox"/> HECS-HELP <input type="checkbox"/> FEE-HELP <input type="checkbox"/> Australian Fee Paying <input type="checkbox"/> International Fee Paying	
<b>FACULTY USE ONLY - NB: Application form is not for processing in DSA, a Course Transfer Enrolment form with HECS/FEE-HELP form (where applicable) must be submitted for processing</b>	
Selection Outcome      Offered: <input type="checkbox"/> Not Offered: <input type="checkbox"/>	
Selection Officer Signature:	Date:
<i>For combined courses</i> Selection Officer Signature:	Date:

