

Course / Campus Transfer Application Form



Only an editable pdf submitted via email will be accepted.

Effective date of transfer

YEAR

TRIMESTER / SEMESTER

Section 1: Personal details

To be completed by student

STUDENT ID NUMBER

TITLE

FAMILY NAME

GIVEN NAMES

Section 2: Details of the proposed course

To be completed by student

COURSE CODE

COURSE TITLE

CAMPUS

MAJOR SEQUENCE

NEW FEE ARRANGEMENT

COMMONWEALTH SUPPORTED PLACE (CSP) *

AUSTRALIAN FEE PAYING *

INTERNATIONAL FEE PAYING

* Students may be eligible for HECS-HELP or FEE-HELP if they meet eligibility requirements (see studyassist.gov.au)

Section 3: Personal statement

To be completed by student

In the event that several applicants are deemed to be equally worthy of selection on academic grounds, the Faculty may decide between applicants on the basis of demonstrated motivation for undertaking the course. If there is anything you would like to make the Faculty aware of in support of your application, please state your reasons for transferring below.

Section 4: International students only

To be completed by student

If you are not applying for or updating your student visa via the Department of Immigration and Border Protection (DIBP) Melbourne Office, please advise which DIBP office is required on your CoE.

If you are a sponsored student requiring a new Financial Guarantee for this, please tick this box.

Section 5: Declaration

To be completed by student

- 1 I have read the relevant course information provided including course structure and requirements.
- 2 I acknowledge I have a responsibility to seek course advice prior to varying my enrolment or re-enrolment.
- 3 I agree to pay all fees and charges arising from this enrolment.
- 4 I acknowledge that while I am enrolled, I am subject to the legislation, policies and procedures of Deakin University.
- 5 I declare that the information supplied by me is complete and correct.
- 6 I consent to the University corresponding with me by electronic means.
- 7 I understand by completing and submitting this form, that if my application is successful I will be automatically enrolled into the course I have requested a transfer to.

INTERNATIONAL STUDENTS

- 8 I understand that by signing this form, I accept the conditions of the new course as outlined in the handbook.
- 9 An offer with details of your new course and a new CoE will be sent to your Deakin student email account after you have submitted the required documentation to finalise your course transfer.
- 10 Information on the Refund policy can be found at: <http://www.deakin.edu.au/students/enrolment-fees-and-money/fees/refunds-and-remission-for-international-students>

SIGNATURE

DATE

