LA TROBE UNIVERSITY

Academic Services

Application for Course Transfer

Sections A, B & C to be completed by the **student**

Please note: This is an application for internal transfer and should be submitted to the Faculty/School office for the course which you are seeking entry. DO NOT apply through VTAC. You must attach any supplementary information that may be considered relevant, including records of previous studies; applicants should consult the University Handbook for course requirements. New students wishing to Transfer an Offer should submit an application at the beginning of the enrolment period.

IMPORTANT: If eligible, please ensure that a completed HECS-HELP or FEE-HELP form is submitted with this application.

SECTION A: Personal Details

Family Name: Student No:

Given Names: Mr/Mrs/Ms/Miss/Dr

Address:

State: Postcode:

Email: Telephone:

Current Faculty: Current course: Current location:

Are you an **international student**? Yes ☐ No ☐ (please tick)

Please note: To comply with visa conditions, International Students must complete the course by the expected completion date as specified on your eCoE. As such, an enrolment on a less than full-time basis must be approved by your faculty.

IPO Approved: _____ Date: _____ / _____ / _____

International Students who have a transfer of course approved may be liable for additional tuition fees. International Students will be required to pay the current year's annual tuition fee applicable for the new course which they are transferring into. Please refer to the web page for further information www.latrobe.edu.au/international/apply/fees.html

Stamp

I have read the tuition fee information provided and I accept and acknowledge the new fee rate (if applicable please tick the box). ☐

Please note: If your course transfer is successful, the International Programs Office will cancel your old eCoE and issue you with a revised eCoE for your new course. We recommend you contact DIAC when you receive the revised eCoE.

SECTION B: Proposed new course

New Faculty: New Location:

New Course Code: Course Title:

Unit Set Attempt (Major):

Reason for Transfer _____

SECTION C: Proposed Enrolment

Unit Code	Unit Title	Location	Semester

☐ I have attached a completed HECS-HELP or FEE-HELP form, if required

Signature of student: Date: _____ / _____ / _____

Privacy Notice: Details regarding collection, use, disclosure and access of personal information from this form are available from the following web site address www.latrobe.edu.au/privacy , or by contacting your local student administration office, or by telephone at (03) 9479 2005

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) CRICOS Provider Number: 00115M

SECTION A: Advanced Standing Units to be Duplicated from Old Course (Attach Personal Records and Highlight Duplicate units if appropriate)

Unit Code	Unit Title	Unit Credit Points	Year Level

SECTION B: Advanced Standing Units to be Transferred from Old Course (Attach Personal Records and Advanced Standing if appropriate)

Unit Code	Unit Title	Unit Credit Points	Year Level

Note: Advanced Standing Granted for Units NOT transferred from Old Course must be lodged on a seperate Application for Advanced Standing Form.

TO BE COMPLETED BY FACULTY/SCHOOL OF PROPOSED ENROLMENT

☐ Approved ☐ **Not** Approved ☐ HECS Place ☐ Fees Course Code _____

Comment (if any): _____

HECS-HELP/FEE-HELP form current version attached: ☐ Yes ☐ No

Student advised: ☐ Yes ☐ No

Forward to Student Administration: Date: ____ / ____ / ____

Authoriser: (Please print): _____ Person ID _____

Signature: _____

STUDENT ADMINISTRATIONS OFFICE USE ONLY

All Detail Satisfied ☐ Yes ☐ No Return Date: ____ / ____ / ____

HECS-HELP/FEE-HELP data entered: Date: ____ / ____ / ____ Initials _____

Transfer data entry completed: Date: ____ / ____ / ____ Initials _____

Advanced Standing data entry completed: Date: ____ / ____ / ____ Initials _____