



Law and Management

Course Transfers

Are you thinking of transferring your course?

Students wishing to transfer are strongly encouraged to seek course advice prior to submitting an application.

Procedure

1. Complete application form.
2. HECS Payment Option form for domestic students.
OR
La Trobe International approval for international students.
3. Attach a brief letter outlining your reason for requesting the course transfer.
4. Applications will be reviewed immediately after Semester results are released and students will be notified of the outcome by mail.

Criteria for consideration of requests to transfer course

1. Students must **have completed at least the first year** of their current course. In exceptional circumstances, student may apply after completing one semester of study.
2. Prior studies (such as VCE or TAFE) may be considered if certified copies of transcripts are supplied at the time of application. However, the main criteria for successful transfer will be **university performance**. In most cases you will need to demonstrate a “**C**” average in your current course to be considered for transfer.

Please visit our website at:

- latrobe.edu.au/lawman/currentstudents/faculty/administration

CLOSING DATE

All transfer applications **must be** received by **Friday 27 November 2009**

