

Internal Course Transfer Form

This form is to be completed by international students who wish to transfer from their current course of study to another course within Vocational Careers Institute. The transfer request will be granted in accordance with our Course Transfer Policy and Procedure. Further information can be found in your Student Handbook and on Vocational Careers Institute's website at: www.vocareersinstitute.edu.au.

Your visa may be affected by your application to transfer so you should contact DHA on 131 881 to discuss any implications. You may also review information on changing courses at <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>

Student Name:

Student ID:

Date:

/ /

Course:

I wish to withdraw from the course I am enrolled in with Vocational Careers Institute and transfer to another course within Vocational Careers Institute for the reasons explained below (*Please ensure you include the course name in which you are currently enrolled and the one you want to transfer to*).

Have your contact details changed since you last advised us of them? ☐ Yes ☐ No If yes, please provide below.

Home Address:

Suburb:

Postcode:

Telephone:

Mobile

Email

Student Signature

Signed:

Printed Name:

Date:

Please forward this completed form to our office on the details below.

Upon receipt of this form and approval of your application, your application will be assessed, and you will be notified of the outcome, including any refunds or additional fees if your request is approved.