

Student Internal Course Transfer Form

This form is for students who would like to change their course internally at ACTT

Personal details:	
Student Name:	
Student ID:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate <input type="checkbox"/>
Student DOB:	
Student Email Address:	
Current Course:	
COURSE NAME:	
COURSE CODE:	
COURSE START DATE:	
New Course:	
COURSE NAME:	
COURSE CODE:	
COURSE START DATE:	
REASONS FOR COURSE CHANGE:	
Student Declaration	
<ul style="list-style-type: none"> I have read the relevant course information provided including course structure and requirements. I acknowledge I have a responsibility to seek course advice prior to varying my enrolment or re-enrolment. I agree to pay all fees and charges arising from this enrolment. I acknowledge that while I am enrolled, I am subject to the legislation, policies and procedures of ACTT. I declare that the information supplied by me is complete and correct. I consent to the College corresponding with me by electronic means. 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. I understand that by signing this form, I accept the conditions of the new course as outlined in the handbook. An offer with details of your new course and a new CoE will be sent to your email account after you have submitted the required documentation to finalise your course transfer. 	
Student Name:	
Student Signature:	Date:
Office Use Only	
Student details have been updated:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Staff member name:	
Signature:	Date: