

## TRANSFER APPLICATION FORM for Higher Education Students

This form applies to FEE-HELP, non FEE-HELP and INTERNATIONAL\* students

**READ THE INFORMATION ON THE BACK OF THIS FORM PRIOR TO COMPLETING.**

**Personal Details – to be completed by the student**

Last Name	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>
Other Name/s	<input style="width: 95%;" type="text"/>	TAFE Campus	<input style="width: 95%;" type="text"/>
Date of Birth	<input style="width: 20px;" type="text"/> day <input style="width: 20px;" type="text"/> month <input style="width: 20px;" type="text"/> year	TAFE Student ID	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>		CHESN / USI <input style="width: 200px;" type="text"/>
	<input style="width: 95%;" type="text"/>		Postcode <input style="width: 80px;" type="text"/>
Course Number	<input style="width: 150px;" type="text"/>	Course Name	<input style="width: 400px;" type="text"/>
Tick which method you paid your tuition fees by: <input type="checkbox"/> FEE-HELP Loan <input type="checkbox"/> Upfront payment <input type="checkbox"/> Combination <input type="checkbox"/> Payment to TAFE NSW International			

**Transfer Details – to be completed by the student**

Current (Original) Campus	<input style="width: 95%;" type="text"/>		
New Campus	<input style="width: 95%;" type="text"/>		
Intended commencement date at new campus (Semester and Year)	<input style="width: 95%;" type="text"/>		
<input type="checkbox"/>	Tick if you wish to transfer your full course enrolment?	<b>OR</b>	<input type="checkbox"/>
			Tick if you wish to co-enrol at both campuses?
Reason for requesting transfer	<input style="width: 95%;" type="text"/>		
Student's signature	<input style="width: 400px;" type="text"/>	Date	<input style="width: 150px;" type="text"/>
Approved by: Course Coordinator's signature (current/original campus)	<input style="width: 350px;" type="text"/>	Date	<input style="width: 150px;" type="text"/>
*For international students - Approved by: Signature of International Students Coordinator (current/original campus)	<input style="width: 250px;" type="text"/>	Date	<input style="width: 150px;" type="text"/>
Approved by: Course Coordinator's signature (new campus)	<input style="width: 350px;" type="text"/>	Date	<input style="width: 150px;" type="text"/>

Course Coordinator at the new campus must send a scanned copy of the signed form back to the course coordinator at the original campus.

OFFICE USE ONLY			
Current/Original Campus		New Campus	
Date withdrawal processed in ebs	<input style="width: 95%;" type="text"/>	Date enrolment processed in ebs	<input style="width: 95%;" type="text"/>
Name	<input style="width: 95%;" type="text"/>	Name	<input style="width: 95%;" type="text"/>
Signature	<input style="width: 95%;" type="text"/>	Signature	<input style="width: 95%;" type="text"/>

## IMPORTANT INFORMATION – READ THIS FIRST

All students who wish to **transfer** from one TAFE NSW Higher Education campus to another or who wish to **co-enrol** at two campuses **MUST COMPLETE THIS FORM** and have it signed by the Course Coordinator at both campuses, in order to **notify both campuses in writing** of the intention to transfer or co-enrol.

To ensure your **enrolment details** and **subject results** can be accessed by the new campus, you must provide your personal details as per your TAFE enrolment.

Your **Student ID** is your TAFE ID.

Your **CHESSN** number is a number you will have if you have taken out a FEE-HELP loan.

Students cannot commence classes at a new campus without completing this form and having it signed by both Course Coordinators.

**International Students** must talk to the International Student Coordinator/Manager at the campus before submitting this form and must have their transfer or co-enrolment authorised by the International Student Coordinator/Manager at the campus.

Students wishing to transfer or co-enrol must do so before the commencement of Week 1 of the semester.

Tuition fees are payable to the campus you are enrolling at. If you are co-enrolling, you will need to pay tuition fees to both campuses.

For transferring students, any incidental fees paid to the current/original campus will not be refunded.

Students who have failed to meet minimum academic standards at the original campus, may not be eligible to transfer their enrolment to the new campus.

Further information on transferring and minimum academic standards can be found in the **TAFE NSW Higher Education Student Progression, Exclusion and Graduation Policy and Procedures**.

Further information on tuition fees can be found in the **TAFE NSW Higher Education Tuition Fees, payments, FEE-HELP, Refund and Review Policy and Procedures**.

TAFE NSW Higher Education policies and procedures can be accessed at:

<https://www.tafensw.edu.au/about/policies-procedures/higher-education>

## STUDENT PRIVACY

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink; the Department of Veterans' Affairs; the Department of Education; the Department of Immigration and Border Protection; the Universities Admissions Centre; Office of the Board of Studies and the National Centre for Vocational Education Research.

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your withdrawal request will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Learner Portal.