

Campus Transfer Application Form

This form applies to both domestic and international students.

International students must consult with TAFE International Customer Experience Team prior to any transfers.

Please read the information on the back of this form before completing.

Student personal details – to be completed by the student

TAFE NSW Student ID	International Student Number
Family name	First name
Date of Birth	Mobile number
Course name	Course code

Tick which method you paid your tuition fees by:

☐ FEE-HELP Loan

☐ Upfront payment

☐ Combination

☐ Payment to TAFE NSW International

Campus transfer details – to be completed by student

Current (Original) Campus

New campus

Intended commencement date at new campus (Semester and Year)

Reason for requesting transfer

Signature of student

Date

Approval

Current Campus Course Coordinator

Local offering code

Course Coordinator's Signature

Date

New campus Course Coordinator

Local offering code

Course Coordinator's Signature

Date

International Customer Experience Coordinator

International Customer Experience Coordinator's Signature

Date

NOTE – If approved by all parties above

- Course Coordinator at the new campus must submit this form to Student Services Branch (SSB) for processing in the system.
 - Course Coordinator at the new campus to notify the Course Coordinator at the original campus.
 - Course Coordinator at the new campus to notify the student.
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Important Information

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 inform both campuses in writing of their intention to transfer or co-enrol by the completion of this form and have this form signed by the Course Coordinator at both campuses.

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.

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 Customer Experience Coordinator/Manager at the campus before submitting this form and must have their transfer or co-enrolment authorised by the International Customer Experience 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 Statement

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record 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 when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research.

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your withdrawal will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.