

International Students Transfer of Campus Request

Original Campus Study Details

Student Name: _____

Email Address: _____

Current term of the year: Term 1 (Jan-Apr) Term 2 (Apr-Jul) Term 3 (Jul-Sep) Term 4 (Oct-Dec)

Current course: _____

Which term of your course are you currently studying? 1st Term 2nd Term 3rd Term 4th Term 5th Term 6th Term 7th Term 8th Term

Is this transfer request applicable for all your enrolled courses? Yes No, please specify which course this transfer request is applicable for.

Current Campus: Sydney Melbourne Perth Brisbane

Transfer Request (*Transfer request must be submitted to Admin before the commencement of the term.*)

Transfer When: Term 1 (Jan-Apr) Term 2 (Apr-Jul) Term 3 (Jul-Sep) Term 4 (Oct-Dec)

Transfer To: Sydney Melbourne Perth Brisbane

Transfer Procedure

1. Submit this form before the commencement of the term that you intend to transfer.
2. Your current campus will email you to confirm receipt of this form and also to advise if your request is successful or not.
3. Ensure payment for following term is made by payment due date.
4. Your new campus will confirm study details via email including study days, times, location.

PLEASE NOTE: A new CoE will not be issued when transferring between campuses.

Conditions of Transfer

Before applying, I have been able to access the ALG Student Handbook (available at <http://alg.edu.au/student-information/alg-student-handbook/>) and understand the information contained in this handbook. I acknowledge that different campus locations have different timetables and I have been able to access this information from the website (available at <http://alg.edu.au/student-information/>).

Student's Signature: _____ Date: _____

OFFICE USE ONLY – NEW CAMPUS TO PROCESS TRANSFER

- Current campus to check with future campus if transfer is possible (due to capacity), then forward the Transfer Form onto new campus
- Current campus to advise student of the decision
- New campus to change student enrolment in database to reflect new campus and leave notes in database
- New campus to change location of study on current CoE before term commences and if applicable change location on future CoE's
- New campus to confirm new study details to student via email (study days, times, campus location, tuition fee due date)
- New campus to scan and save completed form in student file