

International Students Transfer of Campus Request

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 (*Request must be submitted to Student Services 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

Study days: _____

(Please refer to <http://alg.edu.au/student-information/> for the available study days of the new campus.)

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 advise if your request is successful or not.
3. Ensure payment for following term is made by payment due date.
4. Our Admissions Team will send you an email confirmation about the study days, times and new campus location.

PLEASE NOTE: Changes will be made to the existing CoE to reflect the location of the new campus. 1st and 2nd change are FREE. An admin fee of \$100 is chargeable for subsequent changes. 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 (Please tick when the task is completed.)

- Current campus Student Services Team to check with new campus if transfer is possible (due to capacity)
- Current campus Student Services Team to advise student of the decision
- Current campus Student Services Team to email Admissions Team of the transfer form and study days selection
- Admissions Team to execute the request in RTOM and change location of study on current CoE and future CoEs (if applicable)
- Admissions Team to confirm new study details to student via email (study days, times and new campus location) and copy new campus Student Services Team
- Admissions Team to scan and upload completed Transfer of Campus form onto RTOM