

FR 4.9 Course Transfer Request		
Given Name:	Surname:	
Address:		
Student Number:		
Phone:	Mobile:	Email:
Current Course Code and Name:		
Course Enrolment Date:		Course Expiry Date:
Reason for course transfer:		
New Course Name:		New Course Number:

Course Transfer Conditions

You may submit your course transfer request within three months of the commencement of your course. Open Colleges reserves the right to refuse a Course Transfer Request. If your request is successful you will be required to pay a Transfer Fee as outlined in the *Schedule of Administrative Fees* (available on the Open Colleges website).

If the new course is of greater value than your current course, you will need to pay the additional Course Fees to the value of the new course. If the new course is of lesser value than the current course, then you will need to continue to pay your current course fee. You may use the difference between the current course and new Course Fee towards a future course with OC. Any future course must be commenced within 6 months of completion of the new course. Only one Course Transfer is permitted.

To apply for a Course Transfer you must have paid all fees that are due at the time. Please note that Course Fees will not be refunded as a result of a Course Transfer. You continue to be bound by your original student agreement and enrolment date, therefore you do not receive a new cooling off period.

Declaration

I have read and accept the course transfer conditions and declare that the information I have provided is correct and complete. I understand that any course transfer must comply with the terms and conditions of enrolment.

I understand that a change of course may exclude some units of competency from credit transfer and may extend the time taken to complete my course.

Note: If the student is under 18, a parent or guardian must complete the below section.

Print name _____ Signature _____