

FR4.9 INT - Course Transfer Request

Given Name:	Surname:
Address:	
Student Number:	
Phone:	Mobile:
Email:	
Course Code and Name:	
Course Enrolment Date:	

Reason for Course Transfer Request:

You may attach additional pages to support your request if you wish

Course Transfer Conditions

If you decide to pursue an alternative course, you may apply for a Course Transfer within three months of the Agreement Date if you comply with clause 18 of the Student Agreement. OC will approve your Course Transfer Request if:

- you meet the entry requirements for the course you wish to transfer to (**Transfer Course**);
- you have not previously been approved for a Course Transfer;
- the Transfer Course is taking new enrolments; and
- you pay the Transfer Fee as outlined in the Schedule of Administrative Fees.

For the avoidance of doubt, Subscription 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. Open Colleges reserves the right to refuse a Course Transfer Request.

How to pay

Your privacy is important to us and our Open Colleges Payment Gateway, Adyen, is our preferred course payment method. You will receive an email with payment instructions to pay your course transfer fee.

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 in the Student Agreement.

Print name _____ Signature _____ Date _____