

**Instructions / Information for applicants**

- Use this form if you have not completed your current Course and wish to transfer to another Course. DO NOT apply through VTAC.
- Transfers are only available between programs at the same level, eg, from a bachelor degree to another bachelor degree.
- This form must be completed and submitted prior to enrolment.
- Some programs have essential requirements that must be satisfied before you will be considered for a place (eg interview, audition etc). Review the entry requirements via [study.federation.edu.au](https://study.federation.edu.au) and include any 'essential requirements' with this form.
- Internal deadlines apply; please check Course Finder for details (<https://study.federation.edu.au>).
- **Enrolment Verification:** Students are encouraged to check their enrolment details prior to the census date in each teaching period via [mysc.ballarat.edu.au/](https://mysc.ballarat.edu.au/). Census dates can be found at [federation.edu.au/important-dates](https://federation.edu.au/important-dates).
- **Privacy Statement:** The information on this form is collected for the primary purpose of completing an internal transfer between programs. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at [privacyofficer@federation.edu.au](mailto:privacyofficer@federation.edu.au).
- Use **BLOCK LETTERS** and tick  boxes.

**Form Submission**

**Online:** Log an enquiry, attaching this form, via the Federation Request & Enquiry Dashboard (FRED): [fred.federation.edu.au](https://fred.federation.edu.au)

On Studylink Portal: <https://student-federation.studylink.com/>

**Partner students:**

Lodge completed form with your Partner Administration Office.

**In Person:** Student HQ at your home campus.

**Personal details**

Federation Student ID Number:  Date of birth:

Given name/s:  Family name:

Are you an international student studying in Australia? Yes No

If yes, a representative of the Global Professional School (GPS) or your education provider must sign this form prior to submission.

**Proposed new Course details**

Course code:  Course name:

Strand / major / minor (if applicable):  Location:

Effective from (Semester / Year):

Reason for transfer:

## Proposed new Course details *cont...*

Which Course are you transferring from:

Do you wish to apply for credit for previous studies?

Yes

No

Do you wish to transfer the units that you are currently enrolled in, to your new Course?

Yes

No

## Student declaration

I have read and understood the guidelines and advice on this form.

I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

## Office Use Only

### Institute/School approval (if applicable)

Transfer approved: Yes No

Name:

Signature:

Date:

### Global Professional Services (GPS) / International Admissions (if applicable)

Transfer approved: Yes No

Name:

Signature:

Date:

### Student HQ

Transfer approved: Yes No

Name:

Signature:

Date:

Updated by:

Campus Solutions

fdlGrades

Student Notified