

## APPLICATION FOR TRANSFER OF COURSE OR SPECIALISATION

### Information for Applicants:

- **Before you change your specialisation, consider that any student placements already completed **MAY NOT** count towards your new specialisation. Please check the current students website for further information.**
- **If you want to transfer into the BASSIX Counselling Specialisation please use the *Application for Acceptance into Counselling Specialisation* available on the current students website, as additional entry criteria apply.**

The College may consider applications for a change in a course or specialisation if:

- All pre-requisites or additional selection criteria for a particular course have been satisfied; and
- There is a place available in the particular course and that the College has the resources to support a transfer. **Please note that The College does not automatically guarantee transfer of course or specialisation.**

**This is an application to transfer:** (please tick)

X Course	X Specialisation
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**ACAP student ID number**

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Title \_\_\_\_\_ Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Ph \_\_\_\_\_ Mobile \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Campus -  Sydney or Flexible Delivery  Melbourne  Brisbane International:  Yes  No

### CURRENT ENROLMENT

Course Name

Specialisation (If applicable)

### COURSE OR SPECIALISATION YOU WISH TO TRANSFER TO

Course Name

Specialisation (If applicable)

### DECLARATION AND SIGNATURE

- I declare that all information on this form is correct and complete.
- I understand that the College reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- If the application is successful, I authorise the College to automatically transfer my enrolment to the above mentioned course and to change my student records accordingly.

*(FOR INTERNATIONAL STUDENTS)* I understand that if I change my course of study, and this shortens my course duration, this may affect my visa. The College is required to report any variation in course duration to the relevant government authorities.

**Student Signature**

X SIGN HERE

**Date**

DD / MM / YYYY

**Date Received**

Office Use Only Office Use Only  
Office Use Only Office Use Only

You can lodge your form in person, by fax or post to:

**SYDNEY**

Administration  
ACAP  
Locked Bag 11  
Strawberry Hills NSW 2012  
Ph: (02) 9964 6300  
Fx: (02) 9964 6370

**MELBOURNE**

Administration  
ACAP  
PO Box 12322, A'Beckett St Post Office  
Melbourne VIC 8006  
Ph: (03) 8613 0600  
Fx: (03) 8613 0698

**BRISBANE**

Administration  
ACAP  
PO Box 10469, Adelaide Street  
Brisbane QLD 4000  
Ph: (07) 3234 4400  
Fx: (07) 3236 0037

**OFFICE USE ONLY**

**ACADEMIC APPROVAL – to be completed by the Academic Coordinator**

**Please Note:** All course/specialisation transfers are subject to eligibility rules being satisfied.

Student: ..... Transfer Approved / Not Approved: (please circle)

To Name of Specialisation and/or Course: .....

Effective from: ..... (Date)

**Unit Transfer Approval: (tick 1 only)**

**Please note:** Advanced Standing means “Advanced Standing” will appear on transcript. Direct Credit means actual results will appear on transcript.

All units from the previous course can be transferred to this new course as: (circle)

<b>Advanced Standing</b>	<b>OR</b>	<b>Direct Credit</b>
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Only the following unit/s from the previous course can/cannot be transferred:

Unit Name	Advanced Standing	Direct Credit	Unit Name	Advanced Standing	Direct Credit

Course Coordinator's Name: .....

Signature: ..... Date: ...../...../.....

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, record management, other laws and the College's policies.