



**APPLICATION TO CHANGE  
TO ANOTHER COURSE**

SA-ACAC-0904

**1. INSTRUCTIONS**

This form is to be used when applying to transfer to another course within CSU. Enter details below, sign Section 6 and return this form to Student Administration at the relevant campus. If this application is for a Commonwealth supported place, it will not be processed unless accompanied by a completed HECS-HELP form.

**2. PERSONAL DETAILS**

Student Number .....  
Family Name ..... Given Names .....  
Mailing Address .....  
..... Postcode .....

**3. CURRENT COURSE**

.....  
Course Name ..... Course Code .....  
 On Campus  
 Distance Education

**4. COURSE TO WHICH TRANSFER IS REQUESTED**

Course Name:.....  
Course Code: ..... \*CRICOS Code:.....  
 On Campus\*  
 Distance Education

**5. REASONS FOR REQUESTING TRANSFER**

.....  
.....  
.....

**6. STUDENT'S SIGNATURE**

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

**FACULTY USE ONLY**

**7. AUTHORISATION**

Transfer:  Approved (*please complete Credit Application Form and return to Student Administration Office*)  
Effective from the beginning of:  Autumn Session  Trimester 1  
 Spring Session  Trimester 2  
 Trimester 3

Transfer:  Denied

New Course Co-ordinator's Signature:..... Date: ...../...../.....

Comments:.....  
.....

**OFFICE USE ONLY**

Admit Term: \_\_\_\_\_ Campus: \_\_\_\_\_  Graded Credits (see attached if applicable)  
Basis for Admission: \_\_\_\_\_ Study Mode: \_\_\_\_\_  TCR Credits (see attached if applicable)  
Student Type: \_\_\_\_\_ Change Admin Campus: \_\_\_\_\_  Apply Previous Record  
Rate Code: \_\_\_\_\_ From Course: \_\_\_\_\_  Letter  
HECS-HELP Option: \_\_\_\_\_ To Course: \_\_\_\_\_