**A close up of a logo

Description automatically generatedSTUDENT**

**TRANSFER FORM**

**Students seeking a course transfer must complete and submit this form at least seven (7) days prior to course commencement;** transfer requests received after this period will only be processed at the discretion of Management.

An administrative charge of **$75.00** applies to all Nationally Recognised Qualification transfers, or **$50.00** for Short Courses, ***except*** for course cancellations made by Monash Training and Professional Development.

**Please allow ten (10) working days for the processing of your refund upon receipt of this form.**

|  |  |  |
| --- | --- | --- |
| **Student Details** | | |
| **First Name:** | **Surname:** | |
| **Mobile:** | **Date of Birth:** | |
| **Email:** | | |
| **Transfer Details** | | |
| **Course Name:** | | |
| **Current course code:** | | **New course code:** |
| **Reason for Transfer:** | | |
| **Credit Card Details *(only complete this section if your course fees were paid via credit card)*** | | |
| **Name on Card:** | | |
| **Card Number:** | | |
| **Expiry Date:** | | |
| **Declaration** | | |
| **Student Signature: Date:**  ***(signature cannot be a digital signature)*** | | |
| **Office Use Only** | | |
| **Course Code (currently enrolled):** | **Payment Date:** | |
| **Staff Name:**    **Staff Signature: Date:** | | |