**STUDENT**

**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.**

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| **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:** |