

UB Semester Census Dates: *Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for relevant census (withdrawal) dates.*

Summer:
7 December

Late Summer:
15 February

Semester 1:
31 March

Full Year:
31 May

Winter:
31 May

Semester 2:
31 August

Spring:
15 October

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I agree to release and indemnify the University of Ballarat and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I hereby apply for Transfer Between Registered Providers and acknowledge that I have read and understood the University of Ballarat's Transfer Between Registered Providers Procedure and am aware of the requirements of the University of Ballarat Refund for International Students Policy and Refund for International Students Procedure.

Student
Signature

Date

 / /

Partner Provider (RP) or International Student Programs (ISP) Approval:

Transfer Approved

Transfer Not Approved

If approved, release letter has been sent to student

Reason Transfer
Not Approved

If approved, copy of release letter on file at PP or ISP

If approved, student has completed a
'Withdrawal from all Studies' form and
submitted with Student Admin Mt Helen

Nominated
Officer Name

Nominated
Officer Signature

Date / /

Original to be returned to the student.

If not approved, student is to follow the steps in the 'Transfer Between Teaching Locations' Procedure.

University of Ballarat School Noted:

Program
Coord. Name

Program Coord.
Signature

Date / /

Copy on file at School. Copy of this form and the original 'Withdrawal from All Studies' form submitted to Student Administration Mt Helen campus.

Student Administration (Office Use)

Entered by:

mySC Comment

Date / /

Comments: