

Summary: Please provide a brief description of your reason/s for requesting this transfer (if insufficient room attach a separate letter)

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 acknowledge that the provision of incorrect information may result in the termination of my enrolment with the University of Ballarat. 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.

International Students: I hereby apply for Transfer Between Teaching Location and acknowledge that I have read and understood the University of Ballarat's 'Transfer Between Teaching Location' procedure.

Student Signature Date / /

**International Students only:
Current teaching location Partner Provider (PP) or International Student Programs (ISP) Approval:**

Current Nominated Officer Name Transfer Approved YES NO Transfer Not Approved YES NO
Current Nominated Officer Signature Reason Transfer Not Approved
Date / /

Copy on file at current PP or ISP. Original to be returned to the student.

If approved, student to submit form to their **new** teaching location education provider (PP) or International School Programs (ISP).

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

**International Students only:
New teaching location Partner Provider (PP) or International Student Programs (ISP) Approval:**

New Nominated Officer Name Offer Letter and Acceptance Agreement issued YES NO
New Nominated Officer Signature PRISMS updated and COE issued to student YES NO
Date / /

Copy on file at new PP or ISP. Original to be sent to School for approval.

University of Ballarat School Approval:

NEW teaching location Program Coord. Name Transfer Approved YES NO Transfer Not Approved YES NO
NEW teaching location Program Signature Reason Transfer Not Approved
Date / /

Copy on file at School. Original form to be submitted to Student Administration, Mt Helen Campus.

Student Administration (Office Use)

Entered by: mySC Updated YES NO
Date / / Cohort Year Changed (If applicable) YES NO
Enrolment NSI Added (If applicable) YES NO
Original to be sent to Student Fees, Mt Helen Campus. Manager, International Provider sent a copy (If applicable) YES NO

Finance (Office Use)

Student Fees Name Transfer Fee Posted YES NO
Student Fees Signature
Date / /

Original to be sent to Student Administration, Mt Helen Campus for filing.