



# MFS06D: Internal Course Transfer Application Form

This form is to be completed by students who wish to transfer from their current course of study to another course within the Institute. The transfer request will be granted in accordance with the Institute's *MITP09 Course Transfer Policy and Procedure*. Further information can be found in your Student Handbook and on the Institute's website: <https://www.menzies.vic.edu.au/current-students/policies>

FOR INTERNATIONAL STUDENTS: Your visa may be affected by your application to transfer so you should contact DHA on 131881 to discuss any implications. You may also review information on changing courses at <http://www.border.gov.au/Trav/Stud/More/Changing-courses>.

Student Name:

Student ID:

Date:        /        /

Course:

I wish to withdraw from the course I am enrolled in with the Institute and transfer to another course within the Institute for the reasons explained below (*Please ensure you include the course name in which you are currently enrolled and the one you want to transfer to*).

I have discussed the reasons for the internal course transfer with the Student Services Coordinator  Yes  No

Have your contact details changed since you last advised us of them?  Yes  No If yes, please provide below.

Home Address:

Suburb:

Postcode:

Telephone:

Mobile:

Email:

**Student Signature**

Signed:

Printed Name:

Date:

**Please forward this completed form to our office on the details below.** Upon receipt of this form and approval of your application, your application will be assessed and you will be notified of the outcome, including any refunds or additional fees if your request is approved.