

Internal Course Transfer Application Form

International students

Use this form to request a transfer from your current course to another course within the College of Construction and Management. CCM will assess your request under its Course Transfer Policy and Procedure and notify you of the outcome, including any refunds or additional fees.

Changing courses may affect your student visa. Check the Department of Home Affairs guidance before requesting a transfer: immi.homeaffairs.gov.au/change-in-situation/study-situation

A Student and course details

Student name

Student ID

Current course code and title

Requested course code and title

Application date

Requested start date

B Reason for transfer

I request to withdraw from my current CCM course and transfer to the course identified above for the following reasons.

C Updated contact details

Have your contact details changed?

☐ Yes

☐ No

If yes, home address

Suburb

Postcode

Telephone or mobile

Email

Student signature or typed name

Date

Submit this completed form to Student Support or email info@ccm.vic.edu.au.