Application For Program Transfer

Information for students

This form should be used if you are intending to seek approval to transfer from one program to another, for example:

• Foundations Studies to Degree Transfer
• Degree Transfer to Foundation Studies
• Bachelor of Business to Bachelor of Information Technology
• Master of Accounting to Master of Finance

General information

1. If requesting to change to a higher level program, evidence and documentation must be provided with the request. All evidence and documentation must be submitted by a registered education agent.

2. If approved, you will need to accept a new Offer of Admission in Kaplink.

3. Please speak with the College Services team before submitting your request.

4. Program changes may also result an increase in fees payable to the College.

5. Please submit the completed form to the College Services team.

International student visa (subclass 500) holders

Please note: Changing your program may impact your Confirmation of Enrolment (CoE) length and student visa. Please contact the relevant government department or your agent for further information on how this may impact your student visa.

To comply with visa conditions, international students must:

1. (a) maintain a valid visa

(b) complete their program by the expected completion date as specified on the Confirmation of Enrolment (CoE)

(c) provide the College with address details within seven days of arrival or address change

(d) maintain a full-time study load

(e) not exceed the maximum number of hours allowed to work on the student visa

(f) maintain Overseas Student Health Cover for the duration of the program.

Student information

Title ☐ Mr ☐ Ms ☐ Other   Gender ☐ Male ☐ Female ☐ Non-binary ☐ Different term ☐ Prefer not to answer

Family name	First name(s)
Date of birth (dd/mm/yyyy)	Student ID
Phone number	Email
Address	
City	State Postcode
Country	

Current program

Year: (e.g. 2025)   ☐ Foundations Studies Program   ☐ Degree Transfer Program   ☐ Pre-Master's Program

☐ English Language Program

New program

Intake (eg. March 2026)   ☐ Foundations Studies Program   ☐ Degree Transfer Program   ☐ Pre-Master's Program

☐ English Language Program

Current issued bachelor's or master's destination	New bachelor's or master's requested

Reason for change of program request:

I have attached the relevant supporting document   ☐ Yes   ☐ No

Student Declaration

☐ I have read and understood the relevant College policies. I understand that if my application is approved, this will lead to my current program enrolment being withdrawn. I understand that I will be required to sign a new Acceptance of Offer containing details of my new program and relevant fees.

International student visa (subclass 500) holders

☐ I understand I will receive a new CoE for the new program and understand that a change of program may impact my student visa. I understand it is my responsibility to seek advice from the relevant government department or my agent about the possible impacts to my student visa.

Signature of student	Date

Name of parent/
legal guardian

Signature of parent/legal guardian (required if student is under 18 years old)	Date

☐ I am a sponsored student and have provided written approval from my sponsor

---

OFFICE USE ONLY

Student Services

☐ College has been counselled by College Services staff
☐ Pre-requisites for the bachelor's or master's program checked
☐ Subject selection communicated to Business Systems Coordinator
☐ Outstanding fees checked
☐ Parent/guardian has been notified of program change (under 18 students only)

College Services staff name	Date

This change has been   ☐ Approved   ☐ Not approved

Comments

ADMISSIONS

☐ Check if change of application fee required
☐ Generate offer letter to reflect above change of program
☐ File new CoE and change of program form in student file
☐ Notify College Services when sending new CoE to student