



Internal Course Transfer Application Form

This form is to be completed by students who wishes to transfer to another course offered by Cornell Institute of Training. Please read the *Advice to International Students* over page prior to completing this form.

Student Name:		Date of Birth:	
Current course:			
Course transferring into:			
Reasons for Transfer:			
Please indicate attached evidence	<input type="checkbox"/> Supporting evidence in relation to reasons for transfer - <i>required</i> Please describe: _____ _____ _____		

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

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>			
Signed:			
Printed Name:			
Date:			

Please forward this completed form to our office. Your request will be responded to within 10 working days of receipt of this form.

Advice to International Students

Visa advice

- Your visa may be affected by your application to withdraw so you should contact the Department of Home Affairs (DHA) on 131 881 to discuss any implications.

Acceptable reasons for transfer:

- Students may transfer to another course offered by Cornell Institute of Training (CIT) in the following circumstances:
 - Where it is considered that the course that the student wishes to transfer to;
 - better meets the study capabilities of the student; and/or
 - better meets the long-term goals of the student, whether these relate to future work, education or personal aspirations; and/or
 - Or, where the student claims or can provide evidence that his or her reasonable expectations about the current course are not being met.

Reasons for Cornell Institute of Training to reject a transfer:

- A transfer to another course within CIT will not be granted where:
 - The transfer may jeopardise the student's progression through a package of courses.
 - The student has recently started studying the course and the full range of support services are yet to be provided or offered to the student.
 - The course is the same or higher AQF level and the student is at risk of not meeting course progress and/or attendance requirements
 - The student has been issued with a notice of intention to cancel for any reason

Fees advice:

Cost involved in transferring to another course plus any refund of course fees paid for the student's current course will be in accordance with CIT's Fees and Refunds Policy and Procedure.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refund Policy for complete details.

Certification advice:

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by CIT unless specifically requested.

Please return this completed form to Cornell Institute of Training
Level 5, 440 Elizabeth Street
Melbourne VIC 3000
Email: info@cornell.vic.edu.au