

Course Transfer Application Form

Please ensure that you answer ALL the following questions and return the completed form to acadop@eia.edu.au. Please tick where appropriate.

SECTION ONE: STUDENT TO COMPLETE

| Personal Details | | | |
|---|--|--------------|--|
| Student ID (in your CoE): | | | |
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other, please specify: | | | |
| Surname: | | Given Name: | |
| Date of Birth: | | Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| Current EIA Course: | | | |
| Details of the proposed course | | | |
| Course code: | | Course Name: | |
| Personal Statement: | | | |
| <ul style="list-style-type: none"> • If there is anything you would like to make the Faculty aware of in support of your application, please state your reasons for transferring below. • It is student's responsibility to check the admissions criteria for the new course and provide the supporting documents with this application. | | | |
| | | | |
| Student Declaration: | | | |
| <p>I, _____ hereby declare that:</p> <ol style="list-style-type: none"> 1. I have read the relevant course information provided including course structure and requirements. 2. I acknowledge I have a responsibility to seek course advice prior to varying my enrolment or re-enrolment. 3. I agree to pay all fees and charges arising from this enrolment. 4. I acknowledge that while I am enrolled, I am subject to the legislation, EIA's policies and procedures. 5. I declare that the information supplied by me is complete and correct. 6. I understand by completing and submitting this form, that if my application is successful an offer with details of my new course will be sent to me and a new CoE will be issued on my acceptance of the offer after I have submitted the required documentation to finalise my course transfer. | | | |
| <p>Student Signature _____ Date _____</p> | | | |

SECTION THREE: OFFICE USE

Dean's Approval

Approved

Rejected

Reason for rejection:

Dean's Signature _____ Date _____

Admissions Manager's Approval

Approved

Rejected

Reason for rejection:

Admissions Manager's Signature _____ Date _____