

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"> I have read the relevant course information provided including course structure and requirements. I acknowledge I have a responsibility to seek course advice prior to varying my enrolment or re-enrolment. I agree to pay all fees and charges arising from this enrolment. I acknowledge that while I am enrolled, I am subject to the legislation, EIA's policies and procedures. I declare that the information supplied by me is complete and correct. 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. 			
Student Signature _____		Date _____	

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 _____