Open Colleges

Opening Opportunities

Phone 02 9433 3655 Fax 02 9433 3666

Level 7, 280 Elizabeth Street, Sydney NSW 2000

ACN 000 011 692 | ABN 61 000 011 692

www.opencolleges.edu.au

Course Transfer Request

Given Name:	**Surname:**	
Address :		
Student Number:		
Phone:	**Mobile:**	**Email:**
Current Course Name:		
Course Enrolment Date:	**Course Expiry Date:**	
Reason for course transfer:		
New Course Name:		**New Course Number:**

Course Transfer: Important Information

You may submit your course transfer request within three months of the commencement of your course. Open Colleges reserves the right to refuse a Course Transfer Request. If your request is successful you will be required to pay a Transfer Fee as outlined in the Schedule of Administrative Fees. If the new course is of greater value than your current course, you will need to pay the additional Course Fees to the value of the new course. If the new course is of lesser value than the current course, then you will need to continue to pay your current course fee. You may use the difference between the current course and new Course Fee towards a future course with OC. Any future course must be commenced within the original course duration. Only one Course Transfer is permitted. Please note that Course Fees will not be refunded as a result of a Course Transfer.

Declaration

I have read and accept the course transfer conditions and declare that the information I have provided is correct and complete. I understand that any course transfer must comply with the terms and conditions. I understand that a change of course may exclude some units of competency from credit transfer and may extend the time taken to complete my course.

Print name _____ Signature _____

I would like to pay the course transfer fee by ❑ Cheque ❑ Money Order ❑ Visa ❑ MasterCard

Card Number ❑❑❑❑ ❑❑❑❑ ❑❑❑❑ ❑❑❑❑ Expiry ❑❑ / ❑❑

Cardholder Name: (please print) _____

Cardholder Signature: _____ Date_____

Please make cheque/money order payable to Open Colleges.

OFFICE USE ONLY			
Course Expiry Date / /	Course transferred Y / N	Transfer fee paid Y / N	Fee paid $
Course fees UTD Y / N	Date transferred / /	Decision UPHELD REJECTED	
Date received / /	New expiry date / /	Explanation:	
Signature			