# Coursework Course and Unit Transfer Application Form

This form enables you to do one of two things:

1. Course transfer: change from one course to another, usually involving the transfer of all units from the current course to the new course
2. Unit transfer: for students concurrently enrolled in two courses, transfer units from one course to another.

Please consult your Course Advisor to register your interest in a course or unit transfer before making changes to your enrolment. Course and unit transfers may only be requested prior to census dates or after units are complete with results.

Please refer to the [Unit of Study Amendment Form](https://divinity.edu.au/documents/unit-amendment-form/) for unit withdrawals and additions.

Where relevant, attach academic transcripts or documentary evidence to support your request.

This form MUST be signed by the Course Advisor of your home College/School.

Students are not to send this form directly to the University of Divinity. Incomplete forms will not be processed.

## Student Details

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| --- | --- | --- | --- | --- |
| Full Name |  | | Student ID |  |
| Unique Student Identifier (USI)[*Refer to the Australian Government USI website*](https://www.usi.gov.au/)  I permit my College and University of Divinity staff to verify and view my USI details. | | | |  |
| College/School |  | | | |
| Current course regarding this transfer | |  | | |

## Citizenship Details

If you hold a student visa, any amendment to course or unit enrolment may affect the status of your student visa. You are required to seek prior approval from the Department of Home Affairs or its equivalent for certain course changes or before commencing a new course or changing courses. The University of Divinity will report any changes to the Department of Home Affairs.

If you are currently an overseas student on a 500 Visa, this form will only allow for Unit Transfers (not course transfers). For changes in your course, you will need to reapply using a New Application Form.

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| *Please mark one box. Visa holders must attach a copy of their current visa if it has changed.* | | | | | |
| **Domestic** | | | | | |
|  | Australian citizen | |  | NZ citizen | |
|  | Australian Permanent Visa holder  *(permitted to remain in Australia indefinitely)* | |  | Permanent humanitarian visa holder  *(permitted to remain in Australia indefinitely)* | |
| **Overseas** | | | | **Visa Name** | **Expiry Date** |
|  | | Hold current visa choose from the list🢥 | |  | /  / |

## Course Transfer *(Complete the following sections in collaboration with your Course Advisor.)*

Applicants must meet the course prerequisite requirements. If new units are to be added to the new course as a result of this course transfer, either a new application for admission or a new re-enrolment form must be submitted to your College/School.

Please consult with your Course Advisor to establish which accompanying form is applicable.Eligible FEE-HELP or HECS-HELPapplicants must apply for a new eCAF (Electronic Commonwealth Assistance Form) when changing from one course of study to another.

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| **Current course** | | | | | | | |
| Name of current course |  | | | | | | |
| **Proposed new course** | | | | | | | |
| Name of new course |  | | | | | | |
| New course commencement date | **/**  **/**     *(dd/mm/yyyy)* | | | | | | |
| **Fee payment method** | | | | | | | |
| Current course fee payment method |  | Upfront |  | FEE-HELP | |  | HECS-HELP\*\* |
| New course fee payment method |  | Upfront |  | FEE-HELP | |  | HECS-HELP\*\* |
| **Personal statement (optional)** | | | | | | | |
| Reason for course transfer request\* |  | | | | | | |
| Do you want to withdraw from the current course? |  | Yes | |  | No | | |

\*Overseas students on student visa subclass 500 will be reported to the Department of Home Affairs via PRISMS if they transfer to a lower AQF qualification. Students may be required to apply for a new student visa that is suitable for your course.

For further information, please visit <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>

\*\*HECS HELP is only available for eligible Bachelor of Counselling students.

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| ***Course Advisor to complete*** | | | | |
| **Units completed in the current course** | | | | |
| Are all units from the current course to be transferred? |  | Yes |  | No |
| *Note: Credits are unable to be transferred. If relevant for the new course, ensure the student reapplies for Credit. See further details in the* [*Credit Policy*](https://divinity.edu.au/documents/credit-policy/) |
| If no, indicate which units are to be transferred. |  | | | |
| You may attach a course record marked up with units to be transferred |
| **Eligibility of units for the new course** | | | | |
| Are the units requested to be transferred eligible to sit in the new award? |  | Yes |  | No |
| If no, indicate if any special permission has been granted. |  | | | |
| *Note: the* [*Credit Policy*](https://divinity.edu.au/documents/credit-policy/) *states*: If any units completed are not eligible for transfer they must remain on the student’s record, either assigned to the original course or as single units. |
| **Eligibility of student for the new course** | | | | |
| Does the student meet the admission criteria specified in the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) for the new course? |  | Yes |  | No |
| If yes, indicate the main or [highest eligibility criteria for admission](https://divinity.edu.au/documents/admissions-policy/) into the new course (e.g. completed BTh) & and include supporting documentation of qualification with this application if applicable. |  | | | |
| If no, indicate e.g. probationary admission details, etc. |  | | | |
| **College/School accreditation for the new course** | | | | |
| Please confirm if your [College/School](https://divinity.edu.au/documents/regulation-3-colleges/) is accredited to offer the proposed new course. Unfortunately, if ‘No’, this transfer is unable to proceed. |  | Yes |  | No |
| **Expected end date for the new course** | | | | |
| Note: where transfers contribute towards a reduction of the requirements of a course of study, the time to complete is reduced accordingly. | | | | |
| Will the new course have a new expected end date? |  | Yes |  | No |
| If yes, indicate the new end date for the new course | **/**  **/**     *(dd/mm/yyyy)* | | | |

## Unit Transfer

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| **From course** |  |
| **To course** |  |

This section is for transferring units amongst University of Divinity courses in which you are concurrently enrolled.

If units are requested to be transferred to more than one course, please complete an additional transfer form.

Complete the details below, or attach details for Unit Transfers. For instance, print Academic Transcript or Course Record

from Paradigm, highlight the relevant units, and indicate the course to which these units are to be transferred.

|  |  |
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| **Course unit transfer details** | |
| **Unit code** | **Unit name** |
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| **Personal statement** | |
| Reason for unit transfer request (optional) |  |

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| ***Course Advisor to complete*** | | | | | | | | |
| **Eligibility of units** | | | | | | | | |
| Are the units requested to be transferred eligible to sit in the ‘to’ course? |  | Yes | | |  | | No | |
| If no, indicate if any special permission has been granted. |  | | | | | | | |
| Note: the [Credit Policy](https://divinity.edu.au/documents/credit-policy/) states: If any units completed are not eligible for transfer, they must remain on the student’s record, either assigned to the original course or as single units. |
| **Expected end dates** | | | | | | | | |
| Note: where transfers contribute towards a reduction of the requirements of a course of study, the time to complete is typically reduced accordingly. | | | | | | | | |
| Will the ‘from’ course have a new expected end date? | | |  | Yes | |  | | No |
| If yes, indicate the new end date of the ‘from’ course | | | **/**  **/**     *(dd/mm/yyyy)* | | | | | |
| Will the ‘to’ course have a new expected end date? | | |  | Yes | |  | | No |
| If yes, indicate the new end date of the ‘to’ course | | | **/**  **/**     *(dd/mm/yyyy)* | | | | | |

## Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s [Privacy Policy](https://divinity.edu.au/documents/privacy-policy/). Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at [enquiries@divinity.edu.au](mailto:enquiries@divinity.edu.au).

## Student Declaration

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| --- | --- | --- | --- | --- | --- |
|  | I declare that I have read the [*Guide to Completing and Submitting Enrolment Forms*](https://divinity.edu.au/documents/guide-completing-enrolment-forms/)and that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application. | | | | |
|  | I accept responsibility for notifying my Home College/School and the University of Divinity office of any change of address or email. | | | | |
|  | I accept responsibility for ensuring that the tuition fees for all the University of Divinity units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester. | | | | |
|  | I agree to abide by the University of Divinity’s *Code of Conduct* published at [*https://divinity.edu.au/code-of-conduct/*](https://divinity.edu.au/code-of-conduct/). | | | | |
|  | I agree to abide by the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) for the course for which I am applying, as regulated by the University of Divinity. | | | | |
|  | I consent to receive information electronically from the University. | | | | |
|  | I consent to my data being used by the University in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) and Privacy Act 1988. | | | | |
|  | I read and accept all the Admission, Enrolment, and Fee Policies available on <https://divinity.edu.au/about/governance/policies-and-procedures/> | | | | |
|  | I consent to the University of Divinity to use my photo or video for the university’s media and promotional materials | | | | |
|  | I would like to receive a University ID card as per the [University of Divinity Act 1910.](https://divinity.edu.au/documents/university-act/) *(Please provide a coloured copy of your passport size photo to the Registrar)* | | | | |
|  | | I understand that I will be required to have regular access to a computer that supports video and other standard computing software during my studies, and that multi-modal learning implies travel at my own expense. | | | |
| Applicant’s signature | | |  | Date |  |
| Type name for electronic submission | (dd/mm/yyyy) |

## Office Use

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| **Course Advisor Approval**  Will the student be [*eligible to graduate*](https://divinity.edu.au/documents/graduation-eligibility-policy/) as a result of this transfer? Yes:  No:  If yes, is the student eligible based on the requirements of the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) to exit with this award? Yes:  No:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Comments: |  | | | | | Course Advisor: | |  | Date: | **/**  **/** | | |

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| College/School Admin / Registrar to complete prior to sending to OVC for processing ***Checklist:***  Completeness in each section has been checked.  Unit codes and unit names listed on the form are correct.  For all transfers, the student needs to be admitted into the initial course (i.e. the ‘from to course’) and valid units need to exist in the initial course, for transferring. For unit-only transfers, student need to be admitted into both courses.  For a course transfer, a new course has been entered into Paradigm.  For a course transfer, ensure your [College/School](https://divinity.edu.au/documents/regulation-3-colleges/) is accredited to offer the new award (even if exiting).  For a course transfer, a Re-enrolment or Application for Admission has been completed, unless exiting.  For a course transfer, evidence of a student’s eligibility for the course is submitted with Re-enrolment or Application for Admission paperwork attached to this request.  For a course transfer, if FEE-HELP or HECS-HELP is selected for the new course, a new eCAF has been submitted, unless exiting.  Course or unit transfer requests are prior to the census date, or units are complete with results.  *(If not, this form will be held over until the end of the semester after the results are released.)*   |  |  |  |  | | --- | --- | --- | --- | | Checklist completed by: |  | Date: | **/**  **/** | |

1. **OVC Office Use Only**

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|  | **Process Tracking for Approval** | | | | **Notes** | | |
|  | A decision is made by the Dean of Academic Programs (DAP) or delegate. If the transfer is refused, this form is to be returned to the Course Advisor. The student then may appeal the decision. | | | |  | | |
|  | In case of approval,  🞟 Transfer keyed in the Student Management System (including a new course end date)  🞟 Relevant log made  🞟 Email confirmation (along with relevant papers) sent to the student and college/school | | | |  | | |
|  | For overseas students:  • Changes to CRICOS eCoE may be required  • If the course end date changes, it may affect the student’s visa duration and OSHC.  • Student to consult with [a registered education or migration agent](https://portal.mara.gov.au/search-the-register-of-migration-agents/) (especially if changing AQF level or field of study) | | | |  | | |
| *Name* | |  | *Signature* |  | | *Date* | /    / |