



APPLICATION TO TRANSFER COURSE

Office Use Only

Date Received

____/____/____

Received by

Use this form to apply to TRANSFER TO A NEW COURSE at Christian Heritage College.

Applications to transfer to a new course WITHIN YOUR CURRENT CHC SCHOOL must be made prior to the end of Week 1 of the semester in which you propose to begin your new course. Applications will not be accepted after this date.

Applications to transfer to a new course IN A DIFFERENT CHC SCHOOL must be made prior to the close of enrolments for the semester in which you propose to begin your new course (May 31 for Semester 2 of a year, and October 31 for Summer Semester and Semester 1 of a following year). Applications which are lodged after these dates may not be considered in the first round of offers. Applications will not be accepted after the commencement of the semester in which you propose to begin your new course.

Students who are in a COMMONWEALTH SUPPORTED PLACE (CSP) in an Education course should note that the CSP does not automatically transfer to the new course for which the student is applying. Applications to transfer course are treated as new applications and, as such, are assessed alongside the list of new applicants for a particular course and are allocated a CSP or a full-fee place according to their merit ranking in this list and the availability of places at the time of application.

Students who applied for or were granted TRANSFER OF CREDIT into their original course should note that credit for previous studies may apply differently to the course into which they wish to transfer.

If you wish to apply for Transfer of Credit into your new course on the basis of any previous non-CHC studies, please ensure that you indicate this in your answer to Question 11 below. Units which have been completed at CHC as part of your original course will be assessed internally for transfer of credit into your new course.

PLEASE CONSULT THE COURSE COORDINATOR OF YOUR PROPOSED COURSE PRIOR TO SUBMITTING THIS FORM TO ASCERTAIN THE DOCUMENTATION AND / OR INFORMATION REQUIRED TO SUPPORT YOUR APPLICATION. ANY SUCH REQUIREMENTS ARE TO BE ATTACHED TO THIS FORM. FAILURE TO PROVIDE THIS INFORMATION WILL IMPEDE THE PROCESSING OF YOUR APPLICATION.

Please return the completed form to the CHC Reception
(NB: The date of application is the date on which this form is received by CHC).

You will be advised in writing of the outcome of your application.

For further information, please refer to the CHC Transfer of Course policy (available on the CHC website).

PLEASE PRINT CLEARLY

Student Name: _____

Student Number: _____

Address: _____

Postcode: _____

Email: _____

Phone: _____



PLEASE PROVIDE THE DETAILS OF YOUR CURRENT COURSE:

1. What is your current course? Name: _____ Code: _____
CHC School: _____
2. In which semester did you begin your current course? Summer One Two Year: _____
3. In which semester do you propose to begin your new course? Summer One Two Year: _____
4. Are you currently in a Commonwealth-supported place? Yes No
5. Are your studies on a FEE-HELP and/or HECS-HELP loan? Yes No
6. Are you a domestic or overseas student? Domestic Overseas
If you are an Overseas Student, you must consult the CHC Registrar prior to applying to transfer your course.
7. Reason for transfer: **Please attach any supporting documentation**

PLEASE PROVIDE THE DETAILS OF YOUR PROPOSED COURSE:

8. What is your proposed course? Name: _____ Code: _____
CHC School: _____
9. Is this course offered by your current CHC School, or by a different CHC School? Same Different
Please note the different due dates which apply to submitting this form according to whether your new course is offered by the same school as your current course, or by a different school.
10. What are your proposed Majors and/or Minors (if applicable)?
The relevant School Course Guide will indicate the structures which apply to your proposed course and if you are required to select Majors and/or Minors, and the areas that are available. Please indicate your Majors and/or Minors in either Option A] OR Option B] below. DO NOT include unit codes or titles in this section:
A] Major 1 _____ Major 2 _____ OR
B] Major 1 _____ Minor 1 _____ Minor 2 _____
11. Do you wish to apply for Transfer of Credit from previous non-CHC studies into your new course?
Please note that any studies which have been completed at CHC as part of your original course will be assessed internally for transfer of credit into your new course and do not require the submission of an 'Application for Transfer of Credit' form.
 No
 Yes – Please ensure that you have supplied CHC with all of the documentation needed to assess your application AND that you submit a completed 'Application for Transfer of Credit' form with this 'Application to Transfer Course' form.



12. SCHOOL OF MINISTRIES APPLICANTS ONLY

If you wish to transfer to a course offered by the School of Ministries, please nominate a Pastor to provide a pastoral reference. Please note that family members are not eligible to be nominated as Pastoral referees.

Name: _____ Position: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

DECLARATION:

I declare that the information on this form, including any and all attachments, is, to the best of my knowledge, correct and complete in every detail and that I have read and I understand the appropriate CHC School Course Guide.

Student signature: _____ Date: ____/____/____

PLEASE REMEMBER TO ATTACH ANY REQUIRED DOCUMENTATION OR INFORMATION

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1. STUDENT ADMIN: Date ____/____/____ Initials _____

2. CURRENT COURSE: Course Coordinator: Withdrawal [] Approved [] Not approved Date ____/____/____ Initials _____

Comments _____

School Admin: DE materials returned (if applicable) [] Yes [] N/A Date ____/____/____ Initials _____

Practicum Coordinator notified (if applicable) [] Yes [] N/A Date ____/____/____ Initials _____

3. PROPOSED COURSE: Course Coordinator: Admission [] Approved [] Not approved Date ____/____/____ Initials _____

Majors [] Approved [] Not approved Date ____/____/____ Initials _____

Basis of Admission (choose ONE only) [] Incomplete or complete higher education award [] Secondary education (school/TAFE)

[] Incomplete or complete TAFE award [] Mature Age

[] Professional qualification [] Other

Further documentation/information included [] _____ [] _____

[] _____ [] _____

Comments _____

NON-CHC Transfer of Credit: APPLICATION FOR TRANSFER OF CREDIT form processed Date ____/____/____ Initials _____

CHC Transfer of Credit: Units for CREDIT (cp) _____

Units for EXEMPTION _____

Comments: _____

4. REGISTRAR: Transfer approved [] Yes [] No Place [] Fee [] CSP Date ____/____/____ Initials _____

5. STUDENT ADMIN: Enrolment Pack / 'No' letter sent (as applicable) Date ____/____/____ Initials _____

Transfer of Credit letter approved / sent (if applicable) Date ____/____/____ Initials _____

6. BUSINESS OFFICE: Details of transfer noted Date ____/____/____ Initials _____