

<p>Office Use Only</p> <p>Date Received</p> <p>____/____/____</p> <p>Received by</p> <p>_____</p>	<h1>APPLICATION TO TRANSFER COURSE</h1>	
---	---	--

Use this form to apply to **transfer to a new course** at Christian Heritage College.

Applications to transfer to a new course which is offered by **the same CHC school** as your current course (eg both courses are offered by the School of Social Sciences) 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 which is offered by **a different CHC school** as your current course (eg your current course is offered by the School of Education and Humanities and your new course is offered by the School of Business) must be made by the dates indicated below in order to be considered for 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:

To commence your new course in Semester 1: October 31 of the previous year.
To commence your new course in Semester 2: May 31 of the same year.

Applications to transfer course to commence in the Summer Semester will not be accepted.

Please send your completed form to: **The Registrar, Christian Heritage College
PO Box 2246, Mansfield BC, QLD 4122**

The date of application is the date on which this form is received by CHC.

If you are currently in a Commonwealth supported place (CSP) in a course offered by the School of Education and Humanities, please note that your CSP does not automatically transfer with you to the new course for which you are applying. Your application to transfer to a new course is treated as a new application and, as such, it will be assessed alongside all of the applications for that course. You will be allocated a CSP or a full-fee place according to your merit ranking and the availability of places at the time of application.

If you applied for or were granted Transfer of Credit into your current course, you should be aware that credit for previous studies may apply differently to the course into which you wish to transfer. If you wish to apply for Transfer of Credit into your new course on the basis of previous non-CHC studies, please ensure that you indicate this in the appropriate question below. Units which have been completed at CHC as part of your current 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 in order to ascertain the documentation and/or information which is required to support your application. Any such documents are to be attached to this form. Failure to provide them will impede the processing of your application.

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

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

NAME AND CONTACT DETAILS

<p>Name:</p> <p>Title (Dr/Mr/Mrs/Ms/Miss/etc):</p> <p>Family Name:</p> <p>Given Names:</p> <p>Preferred Given Name:</p> <p>Student Number:</p>	<p>Address:</p> <p>Street:</p> <p>Suburb:</p> <p>State: Postcode: <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Phone: Day <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Mobile <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p>
--	--

DETAILS OF CURRENT COURSE

What is your current course?

Course Name: Course Code:

CHC School:

When did you first enrol in this course? Sem Year

When did you propose to commence your new course? Sem Year

Are you currently in a Commonwealth-supported place (CSP) in a course offered by the School of Education and Humanities?

No Yes - Please note that your CSP does not automatically transfer with you to your new course. Please consult the CHC Transfer Course policy.

Have you accessed the FEE-HELP and/or HECS-HELP loans schemes to defer your Tuition fees and/or Student contribution amounts?

No Yes

Are you a domestic student or an overseas student?

Domestic Overseas - You must consult the CHC Registrar's Office prior to applying to transfer to a new course.

What is your reason for applying to transfer to a new course? Please attach any supporting documentation

.....

.....

.....

.....

.....

DETAILS OF PROPOSED COURSE

What is your proposed course?

Course Name: Course Code:

CHC School:

Is this course offered by your current CHC School, or by a different CHC School?

Current 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.

What are your proposed Majors and/or Minors (if applicable)?

Your Student Handbook indicates the structures which apply to your course, whether you are required to select Majors and/or Minors, and the areas of study that are available. Consult your Course Coordinator if you require assistance.

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: Major 2: Minor 2:

Do you wish to apply for Transfer of Credit from previous non-CHC studies into your new course?

No Yes - Please ensure that you have supplied CHC with all of the documentation needed to assess your application AND that you submit an *Application for Transfer of Credit* form with this *Application to Transfer Course* form.

Is your new course offered by the School of Ministries?

No Yes - Please nominate a Pastor to provide a pastoral reference. Family members are not eligible to be nominated as Pastoral referees.

Name:
 Title (Dr/Mr/Mrs/Ms/Miss/etc):
 Family Name:
 Given Name:

Address:
 Street:
 Suburb:
 State: Postcode:
 Phone: Day
 Mobile

DECLARATION

Please read the following statement, then sign and date the form before returning it to the address indicated on page 1 of this form.

I declare that the information provided 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 for Domestic Students 2009* or the *Courses Guide for Overseas Students 2009*.

Signature of Applicant: Date: / /

Please remember to attach any required documentation or information.

OFFICE USE ONLY							
1. STUDENT ADMIN	Initials	Date
2. CURRENT COURSE	Course Coordinator	Withdrawal approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initials	Date
	Comments						
	School Admin	DE materials returned	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Initials	Date
3. PROPOSED COURSE	Course Coordinator	Practicum Coordinator notified	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Initials	Date
		Admission approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initials	Date
	Comments	Majors approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initials	Date
		Basis of admission (choose ONE only)					
		<input type="checkbox"/> Incomplete or complete higher education award			<input type="checkbox"/> Secondary education (school/TAFE)		
		<input type="checkbox"/> Incomplete or complete TAFE award			<input type="checkbox"/> Mature Age		
		<input type="checkbox"/> Professional qualification			<input type="checkbox"/> Other		
Further documentation included		<input type="checkbox"/>			<input type="checkbox"/>		
		<input type="checkbox"/>			<input type="checkbox"/>		
Comments							
NON-CHC Transfer of credit		Application for Transfer of Credit form processed			Initials	Date
CHC Transfer of credit		Units for credit (cp)					
						
		Units for exemption					
						
Comments							
4. REGISTRAR	Transfer approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Place <input type="checkbox"/> Fee <input type="checkbox"/> CSP	Initials	Date
5. STUDENT ADMIN	Enrolment Pack / 'No' letter sent (as applicable)				Initials	Date
	Transfer of Credit assessment approved / Email sent (as applicable)				Initials	Date