ACPE

Application to Transfer to a non-Education ACPE Course

This form is to be used by enrolled students of the College seeking to transfer into a **non-Education** undergraduate course of study at ACPE .

It is recommended that students discuss course transfer decisions with the relevant Department Head before lodging an application for course transfer.

The completed form should be submitted no later than the class commencement date of the semester in which you wish to commence your new course.

Student to Complete

Last Name		First Name		Student ID No.	
Contact phone number		Personal Email address			

I am applying to transfer from the .... **course to the**

.... **course, effective from** .... (Month) **20** ..... (Year).

I acknowledge that I have read and understood the Terms and Conditions of Enrolment available on the ACPE website http://www.acpe.edu.au.

Student Checklist – tick as applicable

☐ I have discussed this transfer request with the Head of the Department of the course to which I wish to transfer

☐ I have completed a FEE-HELP Assistance Application Form for the new course (if applicable)

☐ I wish to apply for RPL (Recognition of Prior Learning) for the units completed in the previous course as specified below:

List units you have completed in the previous course for which you are seeking credit:		Equivalent unit in the course to which you are transferring:		Head of Department to complete	
Unit Code	Unit Title	Unit Code	Unit Title	Approved ? (Yes/No)	Signature

Student's Signature: .... **Date:** ....

Head of Department to Complete

Course transfer request approved: ☐ Yes   ☐ No

Further Recommendations:

HOD's Signature: ....   Date: ....

This form may be lodged in person at Reception, via fax to (02) 9764 4144, or emailed as a scanned pdf attachment to studentservices@acpe.edu.au ,or posted to The Registrar's Office, ACPE, Locked Bag 2000, Concord West NSW 2138

Office Use only: Transfer processed: _____   Date: _____   Student notified of outcome: _____

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