

APPLICATION TO CHANGE CAMPUS

Please fill in all fields on this form

NOTE:

- This form is for students who want to change campus across the College's two locations.
- Students should check the availability of courses for each campus on the College website.
- Allow up to 15 working days from lodgment of a full application to be assessed and processed. Whilst an application is being reviewed, students are expected to continue to attend and participate in all course activities on their current campus.
- Students should not relocate until they have been advised of the decision.
- Completed form and supporting evidence (if any) should be submitted to Student Support at your current campus or sent to admission@sunbeam.edu.au.

SECTION A – STUDENT DETAILS

Student ID:			
Family name:		Given names:	
Mobile:		Email:	
Residential address:			

SECTION B – CURRENT COURSE DETAILS AND REASONS TO TRANSFER

Course:			
Course commencement date (dd/mm/yy):			
Current campus:		New campus:	
Reasons for applying for transfer:			

SECTION C - STUDENT DECLARATION

- I have read and understood the above note and relevant College policies.
- I declare that the information provided is true and complete.
- I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.
- I understand that it is my responsibility to update my personal details upon arrival at the new location.
- I understand that the timetable at the new campus may differ from the timetable at my current campus.
- I understand that placement availabilities may differ from what is arranged at my current campus.
- I understand it is my responsibility to seek advice from relevant authorities including the Department of Home Affairs regarding the possible impacts to my visa.

Signature of student	Date (dd/mm/yyyy)

If the student is under 18, the form is to also be signed by the parent/guardian:

Signature	Date (dd/mm/yyyy)

OFFICE USE ONLY - STUDENT SUPPORT

Date application received:		Received by:	
Application outcome:	Approved	Rejected	
Date processed:		Processed by:	

Further comments (if required):