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| Transferring campus is part of a competitive selection process. This means that you'll be competing with other students for a place in the course. |
| The minimum eligibility requirements for a campus transfer are:* being a current SCEI student (you must maintain your enrolment)
* course / class number availability at the requested campus
* performing at an appropriate level in your current course
* successful completion all your course work to date
 |
| Request processing time:* 4 weeks

While you're waiting for the outcome of your application, you need to:* stay enrolled in your current course and
* pay any course fees owing for your current enrolment.
 |
| **Part a – Information to Student** |
| **Student ID** |  | **Date of Application** | Click or tap to enter a date. |
| **Student First Names**  | Click or tap here to enter text. | **Student Last Names** | Click or tap here to enter text. |
| **Date of Birth** | Click or tap to enter a date. | **Student Contact Number** | Click or tap here to enter text. |

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| **Part B – Current Course of Enrolment Details** |
| **Current Course/Program of Enrolment** | Choose an item. | **Group** | Click or tap here to enter text. |
| **Current Campus Location** | [ ]  **Adelaide** [ ]  **Melbourne** |
| **Current Course/Program Start date** | Click or tap to enter a date. | **Current Course/Program End date** | Click or tap to enter a date. |
| **Financial Status** | [ ]  **Fully Financial** [ ]  **Payment Plant** |
| **Part C – Proposed Change of Campus Details** |
| **Proposed Campus Location** | [ ]  **Adelaide** [ ]  **Melbourne** |
| Reason for changing courses: | Click or tap here to enter text. |
| **Part E – Student Declaration**  |
| By completing this form, I declared: |
|[ ]  That I have received advice from the Student Support Officer prior to requesting to change of the campus |
|[ ]  I understand that I am required to pay an Administration Fee for change of campus transfer request of $250 |
|[ ]  I understand in case where a transfer is approved and there is a gap in study longer than 8 weeks, I may be required to leave the country, apply for course suspension and course end date extension and additional course extension fees may be applicable.  |
|[ ]  I have been advised of the need to seek advice from Immigration, on the potential impact on my student visa and that SCEI will report the change of the enrolment via PRISMS under section 19 of the ESOS Act. |
|[ ]  I understand that SCEI does not take any responsibility for fees associated with a student’s relocation costs or visa extension |
|[ ]  I acknowledge that while I am enrolled, I am subject to the legislation, policies and procedures of Southern Cross Education Institute (SCEI) and that during the application processing time I am still required to continue to meet my current course obligations as well as attending all scheduled classes. |
| **Part F – Form Submission by email** | **studentservices.melbourne@scei.edu.au** (Melbourne Campus) **studentservices.adelaide@scei.edu.au** (Adelaide Campus) Ensure that all the supporting documents (if applicable) are attached with this application  |
| **Part G – Office Use Only**  |
| Request Approved | [ ]  Yes [ ]  No | Student provided with revised letter of offer , payment plan and eCoE | [ ]  Yes [ ]  No |
| SMS and Moodle updated | [ ]  Yes [ ]  No | All supporting document uploaded into SMS  | [ ]  Yes [ ]  No |
| Staff Name  | Click or tap here to enter text. | Date | Click or tap to enter a date. |