



Australian College of Applied Psychology

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College of Public Safety

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Application For Transfer Of Course Form

Please print in BLOCK LETTERS

Information for applicants

Before you change to another course, consider that any student placements already completed may not count towards your new course. Please check the Current Students' website for further information.

The College may consider applications for a change in a course if:

- All pre-requisites or additional selection criteria for a particular course have been satisfied; and
- There is a place available in the particular course and that the College has the resources to support a transfer. Please note that College does not automatically guarantee transfer of course.

Personal details

Student ID:	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify):	
Family name:	
Given name(s):	

Contact details

Home telephone:	
Mobile telephone:	
Email:	
Home address:	
Suburb:	
State:	Postcode:

Course details

Current course name (e.g. Bachelor of Counselling):	
Course you wish to transfer to:	
Campus:	
<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne <input type="checkbox"/> Brisbane <input type="checkbox"/> Online or Blended delivery	
Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: Applicants wishing to transfer to a PACFA accredited counselling course must submit a screening questionnaire as part of their application to demonstrate their relational qualities. The questionnaire will be sent to the applicant via email following submission of this form.

Tuition fee details

<input type="checkbox"/> Upfront	<input type="checkbox"/> FEE-HELP
If FEE-HELP selected please provide your FEE-HELP Application ID number:	

NOTE: If you wish to use FEE-HELP to defer your tuition fees, you must read the current FEE-HELP Information Booklet and submit an online FEE-HELP Application secure.navitas-professional.edu.au/feehelp/acap/he for the course that you are requesting to transfer to. Once your FEE-HELP Application has been submitted you will receive a confirmation email with your Application Number.

Declaration and signature

- I declare that all information on this form is correct and complete.
- I understand that the College reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by the student.
- (FOR STUDENTS REQUESTING FEE-HELP) I have read the current FEE-HELP Information Booklet and have submitted the online FEE-HELP application for the course that I am transferring to and I have included my FEE-HELP Application number on this form.
- If the application is successful, I authorise the College to automatically transfer my enrolment to the above mentioned course and to change my student records accordingly.
- (FOR INTERNATIONAL STUDENTS) I understand that if I change my course of study, and this shortens my course duration, this may affect my visa. The College is required to report any variation in course duration to the relevant government authorities.

Signature:

Date:

OFFICE USE ONLY

Date received:

You can lodge your form in person, by email or post to:

Sydney
ACAP Administration
Locked Bag 11
Strawberry Hills NSW 2012
E admin@acap.edu.au

Melbourne
ACAP Administration
PO Box 12322, A'Beckett St Post Office
Melbourne VIC 8006
E acapmelb@acap.edu.au

Brisbane
ACAP Administration
PO Box 10469, Adelaide Street
Brisbane QLD 4000
E acapbris@acap.edu.au

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Program Coordinator recommendation

Transfer application meets course admission criteria: <input type="checkbox"/> Yes <input type="checkbox"/> No
To course:
Effective from term:

Unit transfer

Units completed or given as advanced standing in currently enrolled course		Units granted as advanced standing in new course	
Unit code	Unit title	Unit code	Unit title

Name of Program Coordinator:
Signature:
Date:

Course Coordinator approval

<input type="checkbox"/> I approve the application
<input type="checkbox"/> I do not approve the application (if unsuccessful, please provide reasons below)

Course Coordinator Approval:
Signature:
Date:

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College’s functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DET (Department of Education and Training) and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, record management, other laws and the College’s policies.