



## Internal Course Transfer Application Form (coursework only)

ADM05-V09/13

This form is to be used for students who are currently enrolled in a coursework degree at Monash who wish to apply to transfer to another coursework degree at Monash. Transfers are only available between like courses, for example, from bachelor degree to bachelor degree.

If you are completing your final semester of your current undergraduate course and wish to apply for another undergraduate course, then you must apply as follows:

- Domestic students\* - through [VTAC](#) to commence in semester one or through direct admission to commence in semester two.
- International students - apply through International Recruitment Services.

\*The exception to this is students enrolled in the Diploma of Tertiary Studies who are required to use this form to apply for their degree course.

Students enrolled in a masters by research or doctoral degree should seek advice from their faculty or the Monash Institute of Graduate Research regarding degree transfer.

This form is not to be used by Monash College students.

### Internal course transfer policy

This University policy can be viewed at:

[www.policy.monash.edu/policy-bank/academic/education/admissions/admission-coursework-courses-units-of-study-policy.html](http://www.policy.monash.edu/policy-bank/academic/education/admissions/admission-coursework-courses-units-of-study-policy.html)

Internal course transfer is subject to a competitive selection process. Applicants must meet the course prerequisite requirements. The level of performance required for a successful application is set by the faculty managing the course. It may vary from year to year. Check your managing faculty's website for the minimum level of performance required to apply.

### Credit transfer

If your application is successful, you may be eligible for credit toward your new course. Complete the section on credit transfer if you wish to apply for credit.

### Fees

If you are transferring from one campus to another but remain in the same course (no change of course code), your fees will be charged in Australian Dollars (AUD) at the continuing rate relevant to the year of your commencement inclusive of the yearly variable fee adjustments.

If you are transferring between courses (change of course code) with or without transferring campuses, you are considered a new commencing student in the new course. Your fees will be charged in Australian Dollars (AUD) at the commencing rate set by the managing faculty relevant to the time you commence the new course.

If you are transferring from a Monash offshore campus to an Australian campus but are remaining in the same course (no change of course code), your fees will be charged in Australian Dollars (AUD) at the continuing rate (of the Australian based course) relevant to the year of your commencement in that course (at the offshore location) inclusive of the yearly variable fee adjustments (relevant to the Australian based course).

### Notification of transfer

The faculty will notify you of the outcome of your application including credit transfer (if applicable), how to accept your offer and how to enrol.

You must be enrolled in your current course while waiting for notification on the outcome of your application otherwise you may be charged a late re-enrolment fee.. For details on re-enrolment, please contact your current faculty.

### HECS-HELP forms

Eligible Commonwealth Supported (CSP) students must complete a new HECS-HELP form if they wish to access HECS-HELP.

### FEE-HELP forms

Eligible full-fee students must complete a new FEE-HELP form if they wish to access FEE-HELP.

### International students (on campus)

International students should note that where an internal course transfer is approved, a new Confirmation of Enrolment (CoE) and addendum to written agreement with Monash will be emailed to you. The Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE), will be advised of any change to your course.

### Diploma of Tertiary Studies students (DoTS)

If you are a Diploma of Tertiary Studies student you must include the stream you are currently completing in Section B of this form.

### Submitting applications – All Australian campuses

Submit your application at the faculty that manages the course. Refer to the relevant course entry in the University handbook for details of the managing faculty: [www.monash.edu.au/pubs/handbooks](http://www.monash.edu.au/pubs/handbooks).

### Closing dates

For details of closing dates please refer to: [www.monash.edu.au/service-centre/forms.html](http://www.monash.edu.au/service-centre/forms.html).

### Privacy statement

The information on this form is collected for the purposes of assessing your application for internal course transfer. If you do not complete all questions on this form it may not be possible for the application to be assessed. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu).

**RECEIVED**

**Please retain this copy as proof that your application has been submitted**

Student ID number

Tracking number \_\_\_\_\_



