

1. PERSONAL DETAILS

Note: This form is for domestic students only.

Submit to: U.Connect@utas.edu.au

Course Transfer involves a course withdrawal and new course admission.

Please refer to this AskUs article for the exceptions list, before completing this form:

[https://askus.utas.edu.au/app/answers/detail/a_id/1036/kw/Course transfer](https://askus.utas.edu.au/app/answers/detail/a_id/1036/kw/Course%20transfer)

Student ID: _____ Date of birth (dd/mm/yyyy) ____/____/____

Given names: _____ Family name: _____

2. COURSE INFORMATION

Current course

Course code: _____ Course Title: _____

Proposed course

Course code: _____ Course Title: _____

Campus: _____ Major 1: _____ Major 2: _____

Commencing study period: _____

Do you intend to study: Full time Part time

Study mode: On-campus Off-campus

3. UNITS TO BE ADDED (if self-enrolment not available)

Year	Unit Code	Unit Title	Study Period	Campus

4. FACULTY ADMIN USE (Office use)

Entry requirements met: Yes No

Conditions met (if applicable): Yes No

Accept application: Yes No

APR, place on probation for new course: Yes No

Transfer advanced standing: Yes No

Commencing study period: _____

Comments: _____

Conditions: _____

Name of approving officer: _____ Signature: _____ Date: ____/____/____

5. ENROLMENTS USE (Office use)

CAF completed: Yes No

SA-HELP form completed (if eligible): Yes No

Student contacted: Yes No

Processed by: _____ Signature: _____ Date: ___/___/___

6. DECLARATION

The University of Tasmania collects, stores and uses information, including student images, for the purposes of administration of the student's enrolment and progress in their study, the provision of other services to the student by the University and to comply with the Higher Education Support Act 2003. All information and images are: collected and stored on a secure server; only accessed by University staff for the purposes for which it has been collected; and will only be used or disclosed in accordance with the University of Tasmania Privacy Policy at <http://www.utas.edu.au/policy>. Students are entitled to access their personal information in accordance with the Freedom of Information Act 1991. Queries about the collection and use of this information can be directed to the Student Centre on 1300 361 928. Students who do not consent to providing the personal information, including their photographic image, will not be able to enrol with the University of Tasmania as their identity for the purposes of managing their enrolment, examination, progression and related services could not be verified.

I understand that I:

- am responsible for ensuring my enrolment is correct for the duration of the academic year;
- am responsible for the payment of all fees relevant to my course of study at the University of Tasmania within the specified timelines; will receive information and notices in relation to my course of study or general information concerning my enrolment via my University e-mail account;
- am required to abide by the Rules, Policies and Ordinances of the University of Tasmania and the conditions of use in the University's Information Technology facilities, and I accept responsibility to obtain and read the relevant documents;
- consent to the provision of details of my student record to other institutions involved in the delivery of my course of study and as required by law to certain government departments and statutory bodies;
- consent to the University of Tasmania to obtain or verify any details about my academic record or history from any school, higher education institution or educational authority to enable my application to be considered. Where necessary QualSearch will be engaged to access this academic information. I understand the University of Tasmania is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken; and
- declare to the best of my knowledge and belief the information given in this form is correct and complete in every detail.

Student Signature: _____ Date (dd/mm/yyyy): _____/_____/_____