**STUDENT**

**MID-COURSE TRANSFER FORM**

**Students seeking a transfer of their qualification once it has already commenced must complete and submit this form.** Transfer requests are subject to the approval of the RTO Director.

An administrative charge of **$50** for Nationally Recognised Qualifications applies to all transfers, ***except*** for course cancellations made by MSA Training and Professional Development.

**Please allow ten (10) working days for the processing of your transfer.**

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| **Student Details** |
| **First Name:** | **Surname:** |
| **Mobile:** | **Date of Birth:** |
| **Email:**  |
| **Transfer Details** |
| **Course Name:** |
| **Current course code:**  | **New course code:**  |
| **Sessions already completed:** | **Will you require any one on one support?** |
| **Reason for Transfer:** |
| **Credit Card Details** |
| **Name on Card:**  |
| **Card Number:** |
| **Expiry Date:** |
| **Declaration** |
| **Student Signature: Date:** ***(signature cannot be a digital signature)*** |
| **Office Use Only** |
| **New Course Code:**  | **Payment Date:** |
| **Staff Name:**  **Staff Signature: Date:** |