**A close up of a logo

Description automatically generatedSTUDENT**

**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.**

|  |  |  |
| --- | --- | --- |
| **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:** | | |