



UOW ADMINISTRATION

Application to Vary Course Registration (Course Transfer) – Offshore

INSTRUCTIONS

This form is for students studying at an Offshore partner institute and wishing to transfer into another course or campus (except Wollongong or Dubai).

1. Check the closing date for applications with the Administration Unit at your Offshore Partner Institute
2. Refer to the General Course Rules for detailed information regarding a Variation of Course (Course Transfers) <https://www.uow.edu.au/about/policy/UOW058680.html> (Section 6 - Enrolments and Variations)
3. Ensure you have checked the transfer requirements with the Administration Unit on your campus
4. Limitations apply to advanced standing and are subject to academic approval; refer to the Course Handbook <https://www.uow.edu.au/about/policy/UOW058680.html> (Section 5 - Credit for Prior Learning)
5. Return the completed application to the Administration Unit at your Partner Institute
6. Your form will be forwarded to the faculty for approval prior to processing by Student Administration
7. Successful applications to transfer will become effective at the commencement of the following session/intake (pending finalisation of any outstanding results).

TUITION FEE INFORMATION

Students who transfer from one course to another are liable to pay the fee prescribed for the new course in the year the transfer takes place. For more information regarding the Tuition Fees, please contact the Administration Unit at your Offshore Partner Institute.

PERSONAL DETAILS

Student Number	Last Name	First Name
Course Code	Course Name	Major

COURSE TRANSFER DETAILS

Course Code	Course Name	Major
Course Campus	Start Session/Year	

STUDENT SIGNATURE

I acknowledge that I have read and accept the conditioned outlined in this form:

Student Signature	Date

FACULTY APPROVAL

Approved	Signature	Date
Yes / No		