

# Internal Course Transfer Form



**MECHTECH**  
INSTITUTE  
RTO :- 46536  
CRICOS :- 04431M

## Internal Course Transfer Form

This form is to be used by students enrolled at MechTech wishing to transfer to another course offered by MechTech. Internal course transfers are dealt with in accordance with our Course Transfer Policy and Procedures.

### Completing and submitting this form

1. Should you have any questions, please speak directly with Student Services staff to discuss your concerns.
2. This form is to be completed by the student, then the form is to be returned to Student Services at your local campus or via email to the administration.

Personal Details			
Student Number	Click or tap here to enter text.	Date of birth	Click or tap to enter a date.
Full Name	Click or tap here to enter text.		
Phone Number	Click or tap here to enter text.	Additional Phone	Click or tap here to enter text.
Email Address	Click or tap here to enter text.		
Residential Address	Click or tap here to enter text.		
Current Enrolment Details			
Course	Click or tap here to enter text.		
Campus	Click or tap here to enter text.		
Request Details			
Course	Click or tap here to enter text.		
Campus	Click or tap here to enter text.		
Reasons for transfer	Click or tap here to enter text.		
Student Declaration			
<p>I (the undersigned), declare that I have read and understood the policies related to this form and the information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment and/ or delays in processing this form.</p> <p>For Overseas Students, I understand that this may have an impact on my course duration, Confirmation of Enrolment, training and assessment plan. I understand that course transfers may impact my visa, and I should seek independent advice from the Department of Home Affairs.</p>			
Student Signature			

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RTO :- 46536  
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Date	
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## Office Use Only

<b>Processed by:</b>	Click or tap here to enter text.
<b>Date Received:</b>	Click or tap here to enter text.
<b>Request to transfer Decision:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
<b>Date Determined:</b>	Click or tap here to enter text.
<b>Proposed changes to the student's current training and assessment plan and course duration (if any):</b>	
Click or tap here to enter text.	

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