



**Internal Course Transfer Form**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Current Course: \_\_\_\_\_

Current Class Group: \_\_\_\_\_

**I am requesting transfer to:**

**New Course:** \_\_\_\_\_

Reason for requested change:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CHECK YOUR EMAIL ADDRESS FOR THE OUTCOME OF YOUR REQUEST. NSWIET WILL NOT RING YOU OR SEND YOU TEXT MESSAGES ON YOUR MOBILE PHONE.**

**Student Signature**

**Date**

**NSWIET OFFICE USE ONLY**

**Comments by Finance:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transfer date: \_\_\_\_\_ Allocated class group: \_\_\_\_\_

New anticipated course end date: \_\_\_\_\_

Approved  Not Approved      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Services:**

Extended Fee Payment  \_\_\_\_\_ CoE  \_\_\_\_\_

Class Allocation  \_\_\_\_\_ Database  \_\_\_\_\_

Attendance Roll  \_\_\_\_\_ Others \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_