

 This form is for current Murdoch undergraduate Education students wanting to change to another Education undergraduate course.

The Student Centre

1300 687 3624
studentcentre@murdoch.edu.au
MyAnswers

Who can submit this application?

You can submit this form if you are:

- A current undergraduate Murdoch education student wanting to change to another undergraduate education course. For example, a Bachelor of Education (Primary Teaching) to a Bachelor of Education (Secondary Teaching).

You cannot submit this form if you are:

- Not currently enrolled in a Murdoch undergraduate Education course. Please apply via [MyAdmissions](#)

Are there any entry requirements?

Your application will be assessed by the Academic Chair to confirm whether you are academically suited to the course. Previous performance in your Education course will be taken into consideration.

If you are a student visa holder, you will be asked to complete an International Study Plan with your new Academic Chair and supply proof of your OSHC before a new Confirmation of Enrolment (CoE) is issued. See *Terms and Conditions* for details.

You cannot be in the final semester of your course.

When should this application be submitted by?

You will need to submit your application by the processing deadline to be transferred before the start of semester. See the [Changing your course or major page](#) for the deadlines and processing windows.

How do I submit this application?

Read the full terms and conditions and complete the details on page 2. Save a copy of the document and send it to studentcentre@murdoch.edu.au or lodge it via [MyAnswers](#).

Term and Conditions

- Course, major, co-major and minor combinations for your chosen course are available as per the current [Handbook](#). Your nominated combination must not exceed the total credit points for the course or exceed the maximum allowable combination as per the current Coursework Regulations.
- Unless specified by the Academic Chair, you will be transferred to the current version of the course or major you have requested as per the The Handbook.
- All *completed* Education units (passed and failed) will be transferred over to the new course as Duplicate units. They will impact the GPA and Completion Rate for your new course.
- Any previously completed non-education units will be added to your new course as Advanced Standing, only if applicable.
- By applying for a course transfer you are acknowledging you understand that the change may:
 - increase your course duration and therefore any related fees.
 - affect your Centrelink benefits, sponsorship or scholarship eligibility, or student visa duration.
 - change the amount of advanced standing awarded to you.
- Applications received after the processing deadline will not be actioned until the next processing window.

For Domestic Students:

- Commonwealth Supported Place students are required to complete a new Commonwealth Assistance Form once the course transfer has been processed. This must be completed before the Census Date or your course will be cancelled.
- If you are deferring your Student Services and Amenities Fees (SSAF) to an SA-HELP loan you will need to complete the form again under your new course before the Census Date. SA-HELP forms are not automatically transferred to your new course.

Term and Conditions (continued)

For Domestic Students (continued):

- By opting to change course you acknowledge that your Commonwealth Supported fee rate will change to the current fee rate (at time of processing) as per Federal Government legislation.
- Domestic Students will be required to pass at least 50% of units attempted under their current course to maintain access to any Commonwealth Support under the Government's Job Ready Graduate Package. More information on the requirement can be found [here](#).

For Student Visa Holders:

- After you have applied, and if you are approved, you will be sent an International Study Plan form to complete with your new Academic Chair. This will be used to determine the duration of your new course. Your application will not be processed until a completed International Study Plan has been submitted and you provide proof of OSHC for the duration of the plan.
- You will be issued a new CoE with a different CRICOS code if your application is approved. This will be issued to you by the International Admissions team before the transfer is processed. No action is required by you.
- By opting to change course you acknowledge that your fee rate will change to the [current year's course fee rate](#) (at time of processing).

Transfer Request

Student Number

Given Names

Surname

I am a:

Domestic student

International Student Visa Holder*

International non-Student Visa Holder

**Student Visa Holders will be sent an International Study Plan to complete with the Academic Chair, if their application is approved. The study plan is needed before a new Confirmation of Enrolment can be issued or the transfer processed.*

Changing FROM:

TO:

Course Code:

Course Title:

Primary Major:

Second Major:

Co-Major or
Minor(s):

Reason for
change:

Student Declaration:

By submitting this form, I acknowledge that I have read and understood the terms and conditions of this transfer.

Student Signature: (type full name if unable to sign)

Date:

This form is best viewed
and saved in
Adobe Acrobat Reader.