

This form is to be completed by a student seeking to transfer their studies in an Adelaide Institute of Higher Education (AIHE) course from one campus to another. Requests to transfer campuses will **not** be actioned mid Study Period. Requests will be processed after student results are finalised and released and in time for the next Study Period at the new campus. Please submit this completed and signed form to the AIHE Student Services Team at your current campus or by email at student.assist@aihe.sa.edu.au. Refer to [AIHE's Policy and Procedure Directory](#).

PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND KEEP A COPY.

1. STUDENT DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other:		Please specify other	
Family name		First name	
AIHE Student ID		Date of Birth: (dd/mm/yyyy)	

2. CAMPUS TRANSFER DETAILS

Current course			
Current campus		New campus	
Proposed Intake	<input type="checkbox"/> Study Period 1 <input type="checkbox"/> Study Period 2 <input type="checkbox"/> Study Period 3 Year:		

3. CAMPUS TRANSFER TERMS AND CONDITIONS

<ol style="list-style-type: none"> Campus transfers are specific to an individual course. There can be no outstanding fees remaining on the student account. All outstanding debts must be cleared from the student account before applying for a transfer. If the course of study is not available at the new campus, the request to transfer campus will not be approved, as not all courses may be available on all campuses. Consideration of campus transfers may take into account academic performance and the availability of a place. A request to transfer campus from an international student will not be approved before the completion of the first Study Period in their course.
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4. STUDENT DECLARATION

<p>I have read and understood the terms and conditions of applying for a campus transfer. I understand it is my responsibility to update my personal details at the new location. I understand the timetable at the new campus may be different from the timetable at my current campus. International students (additional): I understand it is my responsibility to seek advice from the relevant government department or my agent about the possible impacts to my student visa.</p>	
Student's Name:	
Student's Signature:	Date:



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Received by:		Comment/s:
Date received:		
Domestic or International Student		
HoS or A/HoS approved:		
SIS updated:		
PRISMs updated (international):		