

Admissions Procedure - Transfer

Section 1 - Background and Purpose

(1) This Procedure outlines the process by which currently enrolled coursework students and those on a leave of absence may apply for admission to a new course of study at the same level of study. The Procedure also covers students applying to transfer between campuses for the same course.

Section 2 - Scope

(2) This Procedure does not apply to:

- a. students seeking to enrol in a course of study at a different level to their current course, and
- b. students seeking to enrol in an additional course concurrent with their current course.

Section 3 - Policy Statement

(3) Refer to the Admissions Policy and Admissions Procedure.

Section 4 - Procedures

(4) Students seeking a course transfer apply using an Application for Course Transfer form available on the [Course Transfer Webpage](#). Separate forms are available for domestic and international students. International students must first submit their Application for Course Transfer to Recruitment & International Operations to ensure visa conditions are met.

(5) Admission Officers, acting under delegation assess course transfer applications on the basis of approved selection criteria and other course availability factors. Application deadlines for course transfer are published on the [Course Transfer Webpage](#).

(6) Meeting minimum entry requirements for a course is not a guarantee of an offer of a place in that course.

Part A - Additional Requirements for International Sponsored Students

(7) International students whose studies are sponsored by the University or a third party must provide written evidence with their application that the sponsoring organisation approves the course transfer.

Part B - Students Seeking an Inter-campus Transfer for Exceptional

Circumstances

(8) Applications for transfer outside of the merit-based transfer process will normally not be considered except under approved exceptional circumstances and subject to the availability of places.

(9) Students who are facing these exceptional circumstances are encouraged to contact relevant staff. Applicants need to complete a Course Transfer Impact Statement and provide supporting evidence; see [Course Transfer Webpage](#).

(10) Applicants are advised that, even if an inter-campus transfer is approved, where the course has clinical placement component, there may be requirements to continue those placements at the original campus.

Part C - Communication of Outcome

(11) Applicants will be advised of the outcome of their application within 10 University business days after the application closing deadline and subject results are available.

(12) Admission Officers are responsible for informing students whose course transfer application is successful of:

- a. Any of advanced standing awarded for the new course; and
- b. Any financial implications of the transfer, referring students to relevant fee schedules.

(13) Recruitment & International Operations will advise international applicants of the outcome of their application and any implications for the student's visa.

Part D - Reviews

(14) An applicant seeking a review of a course transfer decision by emailing their written application to the Executive Director, Quality and Standards at transferreview@latrobe.edu.au

Section 5 - Definitions

(15) For the purpose of this Procedure:

- a. Domestic Student: A student who is an Australian citizen, New Zealand citizen or the holder of a permanent visa for Australia.
- b. International Student: A student who is a temporary resident by visa status of Australia, a permanent resident by visa status of New Zealand, or a resident or citizen of any other country.
- c. Student: A person enrolled in a course of study at La Trobe University who has completed all the requirements of enrolment.

Status and Details

Status	Current
Effective Date	8th November 2017
Review Date	8th November 2020
Approval Authority	Academic Board
Approval Date	8th November 2017
Expiry Date	To Be Advised
Unit Head	Fotios Lampropoulos Director, Student Administration +61 3 9479 6015
Author	Rebecca Sawyer
Enquiries Contact	Student Administration