

## Application to Change Campus

PLEASE FILL IN ALL FIELDS ON THIS FORM

**Note:**

- This form is for students who want to change campus across the College's other locations.
- Students should check the availability of courses for each campus on the College website.
- Allow up to 15 working days from lodgment of a full application to be assessed and processed.
- Whilst an application is being reviewed, students are expected to continue to attend and participate in all course activities at their current campus.
- The completed form and supporting evidence should be submitted via the Student Application Portal <<https://applications.reachcollege.edu.au/>> and emailed to Student Support at [studentsupport@reachcollege.edu.au](mailto:studentsupport@reachcollege.edu.au).

### Section A – Student Details

Student Number:

Family Name:

Given Name:

Mobile:

Email:

Residential Address:

### Section B – Course Details and Reason for Transfer

Current Course:

Course Commencement Date (dd/mm/yy)

Current Campus:

New Campus:

Reason for applying for a Campus Transfer:

### Section C – Student Declaration

- I have read and understood the above note and relevant College policies.
- I declare that the information provided is accurate and the form is fully completed.
- I acknowledge that the provision of incorrect information or the withholding of relevant information may delay my application process.
- I understand that it is my responsibility to update my personal details if my residential address has been changed.
- I understand that the timetable at the new campus may differ from the timetable at my current campus. All timetables may be subject to change.
- I understand that placement availabilities may differ from what is arranged at my current campus.
- I understand it is my responsibility to seek advice from relevant authorities, including the Department of Home Affairs, regarding the possible impacts on my visa.

Signature of student

Date (dd/mm/yy)

**If the student is under 18, the form is also to be signed by the parent/guardian**

Signature of Parent/Guardian:

Date (dd/mm/yy)

### Office Use Only – Student Support

Date Application Received:

Received by:

Application Outcome: ☐ Approved

☐ Rejected

Date processed:

Processed by:

Further comments (if required):