

## 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 two locations.
- Students should check the availability of courses for each campus on the College website.
- Allow up to 15 working days from lodgement 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 in their current campus.
- Students should not relocate until they have been advised of the decision.
- Completed form and supporting evidence (if any) should be submitted to Student Support at your current campus or sent to [studentsupport@reachcollege.edu.au](mailto:studentsupport@reachcollege.edu.au).

Section A – Student Details	
Student number:	
Family name:	Given names:
Mobile:	Email:
Residential address:	
Section B – Current Course Details and Reasons to Transfer	
Course:	
Course commencement date (dd/mm/yy):	
Current campus:	New campus:
Reasons for applying for transfer:	
Section C – Student Declaration	
<ul style="list-style-type: none"> <li>• I have read and understood the above note and relevant College policies.</li> <li>• I declare that the information provided is true and complete.</li> <li>• I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.</li> </ul>	

- I understand that it is my responsibility to update my personal details upon arrival at the new location.
- I understand that the timetable at the new campus may differ from the timetable at my current campus.
- 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 to my visa.

Signature of student:

Date (dd/mm/yy):

**If the student is under 18, the form is to also 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):