

Please read the information on the back of this form prior to completing.

(Return form to Campus Reception at Liberty campus)

1. PERSONAL DETAILS (this section must be completed in full)

Student Number: Current Course:

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Other

First Name: Middle Name (if applicable):

Last Name:

Date of Birth (DD/MM/YYYY): / / Visa End Date: / /

Home Address:

Town/City: State: Postcode:

Email: Home Phone: Mobile Number:

2. TRANSFER DETAILS (this section must be completed in full)

Current Campus: New Campus:

Program Name: Program Code:

Intended commencement of term for your new campus: ☐ Term 1 ☐ Term 2 ☐ Term 3

Reason for Transfer: ☐ Personal ☐ Employment Commitments ☐ Financial ☐ Medical ☐ VISA issues

☐ Other:

3. ELIGIBILITY CRITERIA

Campus transfers are specific to an individual program.

There can be no outstanding fees remaining on the student account. All outstanding debts must be cleared from the student account prior to application. If the program of study is not available at the new campus, the request to transfer campus will not be approved, as not all programs are available on all campuses.

Consideration of campus transfers may consider academic performance and the availability of a place.

4. TIMELINES

Campus transfer application submissions' dates differ for students transferring between onshore campuses and flexible campus students (distance).

- Applications for transfer between onshore campuses will be accepted up until close of business on the last day to add courses for the term. All administrative procedures must be completed at the new campus by this deadline.
- Applications from students wishing to transfer to studying at flexible campus (distance) will be accepted up to close of business on the Friday prior to the commencement of term. This will ensure minimum delays in the despatch of study materials.
- International students must submit the request to transfer campus prior to completing the term's enrolment at their existing campus.

Please refer to the calendar of principal dates for the relevant dates each term. This can be located on the Liberty webpage.



Campus Transfer Application Form

Liberty Construction College

CRICOS Code: 03621B/Provider Code: 45199

5. FEES

The full application fee in amount of \$350 involved to transfer student to different campus.

6. ACADEMIC STANDING

Student must maintain satisfactory academic standing and attendance record for the course. In case if student failed to maintain academic standing, the warning letter will be sent to student along with set intervention strategy appointment date. After receiving 3 warning letters, academic team can cancel, defer, or suspend student's enrolment in the course.

7. STUDENT DECLARATION

Please read criteria below:

- I understand that it is my responsibility to find accommodation and transport all personal belongings to a new area in which the campus is located.
- I understand that I must maintain satisfactory academic standing and satisfactory level of attendance.
- I agree to abide by the academic schedule and understand that there might be changes in academic schedule for a different campus location.
- For Carpentry and Tiling student only. I understand that it is my responsibility to visit every worksite session due to the requirement to accumulate 400 or 360 vocational hours, respectively. I understand that moving to a different campus is not a good reason to miss the worksite session.
- I understand that moving does not constitute to be a good evidence to miss class or not to maintain academic standing.
- I understand that Liberty Construction College is not obligated to provide any extra session for the missing classes and can award a mark of Not Satisfactory for the units that have been missed and not submitted up to Satisfactory Standard.
- I understand that assessors at Liberty Construction College must abide by its grading process and procedure and will not commence grading process before the set deadline despite the request.
- In understand it is my responsibility to provide new contact details to Liberty Construction College admission.
- I understand all the information mentioned in this form.

☐ I have read fully and understand and accept all the criteria detailed above.

Student's Signature:

Date (DD/MM/YYYY): / /

OFFICE USE ONLY

Date received: / /

Date processed: / /

Received by:

Uploaded to:

☐ Student Management System