# Application for Campus Transfer – To/From Southern Cross University Campus

**Before you apply for a campus transfer you MUST COMPLETE this checklist:**

- ☐ I have checked and the course is offered at the campus I wish to transfer to.
- ☐ I understand I must complete a minimum of one study session at my current campus.
- ☐ I do not have any outstanding fees or other debts in my Southern Cross University student account.
- ☐ I understand I must not have any 'incomplete' grades or 'special exams' at my current campus.
- ☐ I understand I must show 'satisfactory' academic progress – i.e. I MUST pass more than 50% of all units.
- ☐ I understand the campus I wish to transfer to must be able to provide a study plan requiring 'no CoE extension'.
- ☐ I understand if I am currently 'enrolled', a CONDITIONAL offer can only be processed after grades are published.
- ☐ I have carefully researched and considered accommodation, cost of living, transport, part-time work and other factors that might impact on my student experience at the campus I wish to transfer to.
- ☐ I understand I must get approval from my current campus before approval will be given to transfer.

| | |
|---|---|
| Student ID | |
| Student name (in full) | |
| Address | |
| Telephone/Mobile | |
| Email (Southern Cross University) | |
| Course name | |
| Transfer to start | Year:                         Session: |
| Reason for transfer | |

| I am CURRENTLY studying at the following campus: | I WISH to transfer to the following campus: |
|---|---|
| ☐ Gold Coast | ☐ Gold Coast |
| ☐ Lismore | ☐ Lismore |
| ☐ Coffs Harbour | ☐ Coffs Harbour |
| ☐ The Hotel School Sydney | ☐ The Hotel School Sydney |
| ☐ The Hotel School Melbourne | ☐ The Hotel School Melbourne |
| ☐ Sydney | ☐ Sydney |
| ☐ Melbourne | ☐ Melbourne |
| ☐ Perth | ☐ Perth |

## Declaration

I understand and accept that:

- The transfer to/from Southern Cross University campuses is subject to unit availability per session.

- I am responsible to ensure that I meet visa requirements prior to departure; please check with the current campus for the latest conditions.

- I confirm the information I have provided is correct and I acknowledge the responsibility for such transfer is entirely mine.

| Signature | |
|---|---|
| | |

**Closing date for Campus Transfers is the Friday before Week 1 of Session start.**

**Submit Campus Transfer to your currently enrolled campus:**

**Gold Coast:** ioadviser-gc@scu.edu.au
**Lismore:** ioadviser-lis@scu.edu.au
**Coffs Harbour:** ioadviser-coffs@scu.edu.au
**Sydney:** sydsupport@scu.edu.au
**Melbourne:** melbstudentsupport@scu.edu.au
**Perth:** perthstudentsupport@scu.edu.au
**The Hotel School Sydney:** thssupport@scu.edu.au
**The Hotel School Melbourne:** thssupport@scu.edu.au