

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 take into account academic performance and the availability of a place.

Notes

If you are changing your citizenship status via this application for campus transfer, you must supply the following information and/or documents:

For a person changing status to become an Australian citizen, certified true and correct copies of:

- » Australian passport – title page with photo and name, DoB details etc; OR
- » Australian birth certificate; OR
- » Australian citizenship certificate; OR
- » Certificate of evidence of resident status (from the Department of Immigration and Border Protection (DIBP)).

For a person changing status to become a New Zealand citizen, certified true and correct copies of:

- » New Zealand passport, title page.

For a person changing status to become an Australian permanent resident, including Humanitarian visa holders, certified true and correct copies of:

- » Title page from passport; AND
- » Official evidence of Australian visa in passport; AND
- » Pages from passport showing entry and exit stamps – must have entered Australia AFTER the visa was granted UNLESS
- » Visa was granted while already resident in Australia IN WHICH CASE the letter from DIBP regarding the visa being granted showing the person's mailing address is in Australia.

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 CQUniversity webpage.

OFFICE USE ONLY

Current campus

Date received / /

Drop enrolments Tuition calc Citizenship

Date processed / /

Notify International Compliance to Cancel COE (FLEX only)

New campus

Date received / /

Address Campus transfer Study location (FLEX only)

Date processed / /

Add enrolments Tuition calc COE location updated in PRISMS