

Application to Vary Course Registration (Course Transfer) - Undergraduate

INSTRUCTIONS

This application is for Undergraduate UOW students intending to transfer into another course.

CLOSING DATES: Please check with the Faculty/School you are applying to transfer into as closing dates may be as early as the first week of January.

1. Refer to the University Course Handbook for detailed information regarding Vary Course Registration (Course Transfers) <http://www.uow.edu.au/about/policy/UOW058680.html> (Section 6 - Variation of Course).
2. Please refer to the relevant Faculty/School for specific requirements regarding course transfers.
3. Please read and complete **all** sections of this form, including the Transfer Requirements as listed below.
4. Obtain a printout of your full academic record, and seek approval from the Faculty/School you are applying to transfer into.
5. Limitations apply to advanced standing and are subject to academic approval. Please refer to the Course Handbook <http://www.uow.edu.au/about/policy/UOW058680.html> (Section 5. Advanced Standing).
6. Return the **completed** application with the **approval** signature by the closing date to Student Central – Building 17.
7. Successful applications to transfer will become effective at the commencement of the following session/intake (where applicable).
8. **Students who transfer from one course to another are liable to pay the fee prescribed for the new course that year.**

TRANSFER REQUIREMENTS

Faculty	Transfer Information
Law, Humanities and the Arts	<p>School of Humanities and Social Inquiry</p> <ol style="list-style-type: none"> 1. You must have completed a minimum of 24 credit points in your current degree and have attained a credit average. 2. Applications will only be accepted after the release of results for the current session.
	<p>School of Law</p> <ol style="list-style-type: none"> 1. Transfer is only permitted for Autumn session commencement. 2. You must have completed a minimum of 48 credit points of subjects in your existing degree and attained a Weighted Average Mark (WAM) of at least 70 to be eligible to apply. 3. Applications will be ranked according to WAM and available places allocated according to rank. A WAM of 70 alone will not guarantee a successful transfer application. For more information, consult the School of Law Undergraduate Handbook at http://www.uow.edu.au/law/undergrad/UOW046331.
	<p>School of the Arts, English and Media</p> <ol style="list-style-type: none"> 1. Transfer is only permitted for Autumn session commencement (with the exception of the Bachelor of Communication and Media Studies). 2. For information about additional requirements and deadlines, download the Internal Course Transfer Information Sheet from http://lha.uow.edu.au/taem/current-students/UOW098805
Business	<ol style="list-style-type: none"> 1. Applications will be accepted until week 3 of the current session, applications made after week 3 of the current session will be held until the release of results for that session.
Social Sciences	<p>School of Education</p> <ol style="list-style-type: none"> 1. The School of Education requires a written submission supporting the application to transfer. One year full time study is necessary in order to be eligible to apply. 2. Follow the directions detailed in the Information Sheet available from http://www.uow.edu.au/content/groups/public/@web/@educ/documents/doc/uow037814.pdf. 3. Transfer from other faculties into the School of Education programs is only permitted in Autumn Session. <p>School of Psychology</p> <ol style="list-style-type: none"> 1. Applications for transfer into School of Psychology courses are only accepted for 2 weeks after the release of session results. Contact the School for other application requirements.
Science, Medicine and Health	<p>School of Medicine and School of Nursing and Midwifery</p> <ol style="list-style-type: none"> 1. Applications for transfer into School of Medicine and School of Nursing and Midwifery programs are only accepted for 2 weeks after the release of session results. 2. Normally a transfer will take effect from Autumn of the following year, however, applications for Spring session commencement may be considered in consultation. 3. All future students must contact SMAH Central for more information on the application criteria.

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PERSONAL DETAILS		
Student Number	Last Name	First Name
Current Course Code	Current Course Name	Major

COURSE TRANSFER DETAILS			
Course Code	Course Name	Major	Credit Points
Campus		Course Transfer to commence Session/Intake & Year	

TUTION FEE INFORMATION

Students who transfer from one course to another are liable to pay the fee prescribed for the new course that year. For more information regarding the University of Wollongong Tuition Fees please visit:

International students: <http://www.uow.edu.au/student/finances/UOW008306.html>

Domestic students: <http://www.uow.edu.au/student/finances/UOW008173.html>

SPONSORED STUDENTS ONLY

I am responsible for obtaining my sponsor's approval for any change to my program. I have attached a new Financial Guarantee that has been approved by my sponsor. I acknowledge that I will not be able to enrol until I have a new Financial Guarantee for my new course program.

Financial Guarantee Attached	Yes / No		
Sponsor Signature		Date	
Student Signature		Date	

STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature		Date	
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FACULTY APPROVAL

Approved	Yes / No	Associate/Sub Dean Name	
Date		Signature	

OFFICE USE ONLY

	Action
Student Type	
Billing Type	
CSS Scheme	