



NAFET

National Academy of Further Education & Training

INTERNAL COURSE TRANSFER APPLICATION FORM

This form is to be completed and handed in to the Administration Department if a student wishes to apply for an internal course transfer within NAFET.

Student ID No.								
Given Name(s)								
Surname								
D.O.B (dd/mm/yyyy)				Gender	Male <input type="checkbox"/>		Female <input type="checkbox"/>	
Address								
Suburb				Postcode				
Home Phone				Mobile Phone				
Email								
Current Course Studying								
New Course for Transfer								
Reason for Transfer								
<p>Declaration I declare that the information provided within this form is true and complete. I authorize NAFET to obtain any information necessary to make an informed decision about the application or matters that concern my enrolment. I acknowledge that NAFET reserves the right to vary or reverse any decision regarding admissions on the basis of incorrect or incomplete information.</p>								
Signature				Date	/ /			



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Office Use Only			
Received by Administration		Name:	Date: / /
Outcome	<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved
Reason(s) not approved (if applicable)			
Administration Executive Signature		Date:	/ /
Action Required		Actioned By	Date
<input type="checkbox"/> New offer letter issued			/ /
<input type="checkbox"/> PRISMS – Previous eCoE cancelled			/ /
<input type="checkbox"/> PRISMS – New eCoE created			/ /
<input type="checkbox"/> Course Co-ordinators advised			/ /
<input type="checkbox"/> Refund processed (if applicable)			/ /
<input type="checkbox"/> Database updated			/ /
<input type="checkbox"/> All documents filed in student folder – Administration Department			/ /
<input type="checkbox"/> All documents filed in student folder – Financial Department			/ /
<input type="checkbox"/> All documents filed in student folder – Compliance Department			/ /