



**APPLICATION TO TRANSFER – MBA Programs**

This form is to be used when transferring to a higher or lesser qualification, eg you have completed all the requirements for the Graduate Certificate in Management and now wish to transfer to the Grad Dip or MBA(12), or you are enrolled in the MBA (12) but need exit the program and graduate with the Graduate Diploma. Please note students with no undergraduate degree must transfer from the nested programs (i.e. GCM and Grad Dip) before doing the MBA.

**\*\* Please see special notes over the page and sign that you have read the information.**

Transferring in Trimester:                    1                     2                     3                     2008

**FROM** (please tick (✓) one):

- Graduate Certificate in Management
- Graduate Diploma of Business Administration
- Master of Business Administration (12 Course)
- Master of Business Administration (Advanced)

**TO:** (please tick (✓) one):

- Graduate Certificate in Management
- Graduate Diploma of Business Administration
- Master of Business Administration (12 Course)
- Master of Business Administration (Advanced)

Please circle either yes or no for the following questions.

**DO YOU WISH TO GRADUATE WITH THE LESSER DEGREE:**    YES/NO                    (Please read instructions over the page)

**ARE YOU USING 'FEE-HELP' TO PAY FOR ALL OR PART OF YOUR TUITION FEE?**    YES/NO                    (If yes, please read information over the page)

**PLEASE PRINT CLEARLY**

Name: ..... Student ID.....

Student Email: .....

Telephone:                    Work: ..... Mobile: .....

Educational Qualifications (eg, BA): .....

**DECLARATION**

I declare that the information provided by me in this form is complete and correct to the best of my knowledge and not misleading. By signing this form I;

1. agree to be bound by the Statutes, Regulations, Rules and such other conditions as may be stipulated by the University from time to time.
2. agree to the release of my enrolment and other student information (including academic transcripts) as required by law or other relevant persons or organizations within and outside the University.

I understand that if any of the information provided by me in this Form is subsequently found to be incomplete, incorrect, or misleading the University may elect to terminate my enrolment from a date determined by the University or deem my enrolment to be void from the date of enrolment, without any liability on the part of the University. The University is not obliged to reimburse me any costs and expenses I have paid or incurred as a consequence of my enrolment.

I understand that the program I have applied to transfer into is a specialised postgraduate program designed for professional upgrading or extension for which fees are charged. I accept responsibility for the payment of tuition fees, current at the time of application.

I am aware that I must complete all required core and the integrative course(s) specified in the program rules, unless approval has been received from the Business School - MBA to substitute certain courses. I acknowledge and accept that I will be required to pay the current program tuition fees relevant at the time of enrolment into the new program.

Signature: ..... Date: .....

**Please lodge the completed form directly with the Student Support Officer at the Business School.**

**OFFICE USE ONLY**

Program Administrator..... Date.....

*Signature*

Official Letter Sent?                    Yes                        No                        Processed on Peoplesoft:    Yes

### **Graduating with a lesser degree:**

The following rule will apply to students wishing to amend their enrolment and graduate with the lesser degree **in lieu** of the program originally enrolled.

- You will be required to surrender your certificate.

### **Completed Graduate Certificate in Management and now wish to transfer to Grad Diploma**

- Students must obtain a Pass in all 4 courses before applying to transfer to the higher degree. Applications to transfer should be submitted whilst undertaking the 4<sup>th</sup> course of the program.

### **FEE-HELP**

- FEE-HELP is available for eligible fee paying students, i.e Australian citizens and holders of a permanent humanitarian visa
- You have 3 options with FEE-HELP: (1) pay the full tuition fee up front; (2) receive a FEE-HELP loan for the full tuition fee; or (3) pay some of the tuition fee up front and receive a FEE-HELP loan for the remainder of the tuition fee
- If you are take advantage of the FEE-HELP option, you will need to re-apply each time you amend your enrolment.
- Please refer to [www.goingtouni.gov.au](http://www.goingtouni.gov.au) or [www.backingaustraliasfuture.gov.au](http://www.backingaustraliasfuture.gov.au) if you have further queries.

### **PELS – For students on the old Postgraduate Education Loans Scheme**

- If you graduate with the lesser degree, your PELS agreement is cancelled and you need to apply for the Government revised scheme FEE-HELP and qualify under the conditions applicable at the time of application.
- There will be no change to your current PELS agreement until 2008 if you remain active in your program.