



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

CHANGE OF CAMPUS

To be used if you wish to PERMANENTLY change campus

Academic Year

20

STUDENT ADMINISTRATION

Submit your form to your School of your present campus.

DO NOT COMPLETE THIS FORM IF YOU ONLY WISH TO STUDY SOME UNITS FOR ONE SEMESTER AT ANOTHER CAMPUS

STUDENT DETAILS - This section must be completed

PRESENT HOME CAMPUS FREMANTLE BROOME SYDNEY

STUDENT ID NUMBER:

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@my.nd.edu.au (your ND email account address)

Are you a student visa holder? YES NO

TITLE eg. Mr/Ms/Mrs

SURNAME/FAMILY NAME

GIVEN NAMES

CONTACT DETAILS:	TEL(H):	MOBILE:

Address at present campus :

	Post Code:

Address at new campus :

	Post Code:

Course Name:

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Are you currently on an academic or merit scholarship?

Yes No

Please note that transfer of a scholarship from one campus to another is at the discretion of the Registrar of the host campus

Are you currently a Commonwealth Supported (HECS) student?

Yes No

Please note that you must apply to the Registrar of the Campus you are transferring to for a continuation of your Commonwealth Supported Place (CSP). Availability of a CSP at your new campus cannot be guaranteed.

CAMPUS CHANGES

CAMPUS TRANSFERRING TO PERMANENTLY:
(Please tick)

Broome
 Fremantle
 Sydney

EFFECTIVE FROM
TIMETABLE PERIOD:
(Please tick and note year)

Summer Term Year _____
 Semester 1 Year _____
 Winter Term Year _____
 Semester 2 Year _____

Are you changing Course? NO YES (YOU MUST ALSO COMPLETE A CHANGE OF COURSE FORM)

SIGNATURES OF APPROVAL

Dean/ Head of School at campus transferring from :		DATE:	
Dean/ Head of School at campus transferring to :		DATE:	
Fees Office of campus transferring from :		DATE:	

STUDENT DECLARATION:

I have read and understand the General Information section overleaf. If I am an overseas student, I understand that a change of campus may have implications on my Confirmation of Enrolment (eCoE) and my student visa (there may be a charge incurred at my expense for this) and it is my responsibility to ensure I have consulted with the Department of Immigration regarding any changes.

**YOU WILL RECEIVE NOTIFICATION OF THE OUTCOME OF THIS APPLICATION TO YOUR ND STUDENT EMAIL ACCOUNT ONLY
- YOU MUST CHECK THIS ACCOUNT REGULARLY**

Student Signature:		Date:	
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THIS FORM CANNOT BE PROCESSED IF THE STUDENT HAS ANY OUTSTANDING FEES OR FINES



GENERAL INFORMATION – STUDENTS TO READ

WHERE TO LODGE THIS FORM

This form should be submitted to your present Campus first for approval – your present School will send it to your new School for co-signing then submit it to Student Admin. It is the student's responsibility to ensure this form is received by Student Administration by the relevant due date and is completed correctly and has all relevant signatures required. Changes will be effected from the date the application form is signed by the Dean of the School (or delegate) on the new campus.

PROOF OF LODGEMENT

It is the student's responsibility to ensure they have lodged the form correctly and that it has been received by the School. The student must keep a copy of the form for their records and if being posted, the University recommends forms are sent Registered Mail to show proof of lodgement.

APPROVAL AND CONFIRMATION OF AMENDMENTS

All campus change requests require approval of the Dean of the School (or delegate) on the new campus and may be subject to availability. The University will notify a student of any changes which have and have not been approved. Submitting an application form does not guarantee approval.

CHANGE OF COURSE

A student applying to change campus and into a different course on the new campus must also complete a Change of Course Application Form. A Change of Course requires approval from both the Dean of the School (or delegate) of the current campus and the Dean of the School (or delegate) of the new campus. Submitting an application form does not guarantee approval.

LATE APPLICATIONS

An application to change campus must be received by the Student Administration Office at least one semester prior to the change of campus. Applications received (or not completed in full) cannot be processed after the main semester Census Date and will be held for processing at the end of the semester.

WITHDRAWAL FROM UNITS

It is the student's responsibility to ensure they have withdrawn correctly from any unit(s) not applicable on their new campus. A student who withdraws after the Census Date and/or Academic Penalty Date for the unit(s) will incur the appropriate penalty for late withdrawal.

OVERSEAS STUDENTS

Overseas students changing campus will require a new eCoE, an Intervention Strategy and a revised Course Planner with their application form (can be obtained from a meeting with their new Course Coordinator). Overseas students must maintain a full-time study load for the duration of their course of study as part of their visa conditions. An overseas student must apply to the Student Admin Office for a new Confirmation of Enrolment (eCoE) if their change of campus is to another state (e.g. WA to NSW or vice versa) which may incur additional costs at the student's expense. Where the student is changing course as well as campus, an adjustment will also be made to the student's eCoE including where credit transfer and/or Advanced Standing is applicable and approved (which again may also incur additional costs at the student's expense). It is the student's responsibility to ensure they have discussed the implications of any changes from their original enrolment (change of campus, change of course etc) with the Department of Immigration & Citizenship (DIAC) to ensure their visa is not affected.

GENERAL UNIVERSITY REGULATIONS

A student's rights and responsibilities as a student of The University of Notre Dame Australia are outlined in the General Regulations of the University and can be viewed at: <http://www.nd.edu.au/about/general/regulations/general/index.shtml>. It is the student's responsibility to read and ensure they understand the University's Regulations, Policy, Guideline documents.

Privacy Statement: The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at: <http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email studentadmin@nd.edu.au