



PYP Application for Course Transfer (Internal)

Important: *Transferring or altering your initial enrolment may lead to an altered completion date.*

Any Professional Year student wishing to apply for a **Course Transfer** should complete this form and send it to QIBA administration for approval.

Send completed form to py.student@qiba.edu.au not less than 14 days prior to commencement of the date of your deferral.

Personal Details			
Application Date			
Student Name			
Contact Number		State or City	
Student ID Number		Current Class Code	

Class/Transfer Details			
Course Commencement Date		Course Completion Date	
Proposed Course Code		Date of Transfer	

Reason for Transfer:

Office use only

Approved by: _____ Position: _____

New Class Code: _____ New Graduation Date: _____

Details recorded in VETtrak