



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