Southern Cross Education Institute
Higher Education

530-538 Victoria Street, North Melbourne, VIC, 3051, Australia.
155-161 Boundary Road, North Melbourne, VIC, 3051, Australia.
41 Boundary Road, North Melbourne, VIC, 3051, Australia.
14-16 Grote Street, Adelaide, SA, 5000, Australia.

Email: info@scei-he.edu.au
Web: www.scei-he.edu.au
Phone: +61 3 9602 4110 (Melbourne) / +61 8 8212 8745 (Adelaide)

Campus Transfer Form HEFOR21

STUDENT DETAILS			
Title	☐ Mr ☐ Mrs ☐ Ms	SCEI-HE Student ID	
Student First Name		Student Family Name	
Date of Birth			
Email		Phone	

CURRENT COURSE DETAILS	
Course Name	

CAMPUS TRANSFER DETAILS			
New Campus *(please tick)*			
☐	Adelaide		
☐	Melbourne		
Effective Date of transfer *(please fill out)*			
Year		Semester	
Personal Statement *Please state the reasons for transferring.*			

DECLARATION	
☐	I hereby declare that all the information provided in this form is true and correct
☐	I have read and understood the relevant SCEI-HE polices
☐	I understand it is my responsibility to update my personal details at the new location
☐	I understand the timetable and course plan at the new campus may be different from the current timetable and course plan at my current campus
☐	I am aware that it is my responsibility to seek advice from the agent/ DHS about the possible impacts to my student visa (**International students only**)

IMPORTANT NOTICE FOR STUDENTS	Please discuss your situation with your academic staff and/or student welfare before submitting your application. Ensure that all the supporting documents (if applicable) are attached to this application.

Student Name	Student Signature	Date

FOR OFFICE USE		
	Received by	

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To be completed by the SCEI-HE **student administration**.	Received date		
	Processed by		
	Processed Date		
		☐	All required sections provided, completed and signed
		☐	COE updated
		☐	The student is notified in writing