

Campus Transfer Request



Application Form

Complete this form to request a transfer to another Emeris campus.

Note: If you wish to register for a **new qualification** at a different Emeris campus, **do not complete this transfer form**. There is no need to transfer, you must submit a new application for the qualification at the Emeris campus of your choice [here](#).

Before the transfer request can be processed, please ensure that:

- ☐ All your current semester final module results have been published on your student portal.
- ☐ You have no outstanding summative assessments still to be written.
- ☐ All your fees at your current campus are paid up to date.
- ☐ The campus you wish to transfer to can accommodate you and offers your current qualification and intake year.

Date Request Submitted:

D	D	M	M	Y	Y	Y	Y
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1. STUDENT & CURRENT CAMPUS INFORMATION

Student Number:

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Current Campus:

Student's First Name & Surname:

Qualification:

Core Discipline (If applicable):

Year of Study:

2. TRANSFER DETAILS (Please complete the below information relating to the transferring to campus)

Transfer to Campus:

Effective Date:

D	D	M	M	Y	Y	Y	Y
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Transfer Term: ☐ Term 1 ☐ Term 2

3. TERMS AND CONDITIONS

- Students may only transfer **between academic terms**, not during.
- The transfer can only be actioned **once all results have been released and finalised**.
- All fees at the **current campus must be paid up to date** before a transfer can take place.
- Once the transfer has been completed, the student **must register for the new academic term at the new campus**. The fee structure of the new campus will apply.
- Once transferred, the student will **no longer have access to ARC material from the originating campus**. Access to ARC will only resume after registration at the new campus for the new academic term.
- The terms and conditions of the **original registration contract** remain valid.

Fee Payer:

Full Name: _____

ID Number: _____

Signature: _____

Date: _____

Student:

Full Name: _____

ID Number: _____

Signature: _____

Date: _____

NOTE: This form may be submitted electronically and **must** include a valid digital signature. No typed names and initials will be accepted. Alternatively, the form may be printed, signed, and scanned for submission via Emeris Assist.