

Course Transfer or Articulation Application Form

Important Information

This form applies to all students who are currently enrolled in a Collarts or Division of Collarts, Diploma or Bachelor program and wishes to either articulate or change into a Diploma, Bachelor or Double Degree program. It should be read in conjunction with the following policies:

- Deferral, Suspension or Cancellation of Enrolment Policy
- International Student Transfer Between Providers Policy
- Tuition Fee Refund Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that transferring to a new program may affect their student visa. Any changes to the enrolment as recorded in an international students Confirmation of Enrolment (CoE) will be reported to the Department of Home Affairs (DHA) via PRISMS in accordance section 19 of the ESOS Act. To check the conditions of a student visa please visit the DHA website at: <https://www.homeaffairs.gov.au> or call 131 881.

Collarts will grant approval for the transfer of course enrolment where the student has successfully completed the Diploma level program and is seeking to articulate to the Bachelor Degree of the same qualification or has completed the Bachelor program and is wishing to transfer to the Double Degree.

The Application Process

A student wishing to change or articulate from their current program should complete this form. Collarts will assess and respond to all completed applications within ten working days.

Where the application is successful the student's enrolment will be transferred to the new program pending any current unit enrolments.

Where an application is unsuccessful the applicant will be advised in writing. Students may Appeal the decision through the Grievance and Appeals process available on MyCollarts.

If the application is successful, and the student completes the Acceptance Declaration, Collarts will enroll the student into the new program. After submission of the Acceptance Declaration, if the student elects not to continue with the new program, they will need to complete an Application to Withdraw and Cancel Enrolment prior to Census date. In this instance, it is the student's responsibility to lodge an *Application for Fee Refund* in accordance with the Tuition Refund Policy and adhere to the timeframes for lodgment to avoid financial penalty.

Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the Collarts Admissions Policy for Domestic Students and/or the Admissions Policy for International Students (whichever is applicable).

Privacy Statement


Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office.

By email: support@collarts.edu.au

LODGEMENT RECEIPT received by Collarts for assessment	
Collarts 	Date:
	Name:
Student Number:	

Please retain this cover sheet for your records.

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PERSONAL DETAILS

First Name: _____ Last Name: _____

Student ID Number: _____ Contact Phone Number: _____

Please indicate below the course you are currently enrolled in and, the program you wish to transfer or articulate to.

Current Program	Program Articulating or Transferring to
<input type="radio"/> Diploma of Arts (Interior Design)	<input type="radio"/> Bachelor of Arts (Interior Design)
<input type="radio"/> Diploma of Arts (Music)	<input type="radio"/> Bachelor of Arts (Music)
<input type="radio"/> Diploma of Arts (Audio Production)	<input type="radio"/> Bachelor of Arts (Audio Production)
<input type="radio"/> Diploma of Arts (Music Production)	<input type="radio"/> Bachelor of Arts (Music Production)
<input type="radio"/> Diploma of Arts (Digital & Social Media or Content Creation)	<input type="radio"/> Bachelor of Arts (Digital & Social Media)
<input type="radio"/> Diploma of Animation & VFX	<input type="radio"/> Bachelor of Animation & VFX
<input type="radio"/> Diploma of Dramatic Arts (Comedy)	<input type="radio"/> Bachelor of Dramatic Arts (Comedy)
<input type="radio"/> Diploma of Applied Business (Entertainment Management)	<input type="radio"/> Bachelor of Applied Business (Entertainment Management)
<input type="radio"/> Diploma of Applied Business (Fashion Marketing)	<input type="radio"/> Bachelor of Applied Business (Fashion Marketing)
<input type="radio"/> Diploma of Screen & Media	<input type="radio"/> Bachelor of Screen & Media
<input type="radio"/> Diploma of Design (Fashion & Sustainability)	<input type="radio"/> Bachelor of Design (Fashion & Sustainability)
<input type="radio"/> Any Collarts Double Degree Program	<input type="radio"/> Double Degree - Entertainment Management & Music
<input type="radio"/> Any Collarts Double Degree Program	<input type="radio"/> Double Degree - Entertainment Management & Audio Production

I WISH TO COMMENCE MY NEW PROGRAM IN:

Trimester: _____ Year: _____

AUTHORISATION:

I understand the following:

- *I will not be allowed to articulate to a higher program until the successful completion of all subjects in my current enrolment.*
- *If my application is successful my enrolment in my current program will be cancelled on the commencement of my enrolment in the new program.*
- *Collarts will automatically assess & transfer any potential credit or recognition of prior learning from my previous program/s to my new one.*

Student Signature: _____ Date: _____

Program Leader Signature: _____ Date: _____

OFFICE USE ONLY

Staff Name:	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		