



Application for Internal Course Transfer

This form is to be completed by students who wish to transfer from their current course of study to another course within Ruby Institute. The transfer request will be granted in accordance with our Course Transfer Policy and Procedure.

Student Name:

Student ID:

Date:

/ /

Course:

I wish to withdraw from the course I am enrolled in with Ruby Institute and transfer to another course within Ruby Institute for the reasons explained below (*Please ensure you include the course name in which you are currently enrolled and the one you want to transfer to*).

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:

Suburb:

Postcode:

Telephone:

Mobile:

Email:

Signed:

Printed Name:

Date:

Please forward this completed form to the head office.

Upon receipt of this form, your application will be assessed and you will be notified of the outcome, including any refunds or additional fees if your request is approved.

Office Use Only

Processed by:

Signature:

Date:

Approved

Not Approved

Notes: