

STUDENT TRANSFER TO ANOTHER CQUNIVERSITY CAMPUS

[Procedure](#) | [Responsibilities](#) | [Definitions](#) | [Related Legislation and Documents](#)

1 PURPOSE

For various reasons each term, it becomes necessary for some students to apply for a campus transfer to another CQUniversity campus or delivery site. This may be due to the fact that only the first year of the program is offered at the campus or the student is relocating and wishes to continue their current program of study with CQUniversity in the new location.

CQUniversity provides as much support as possible to enable students to successfully complete their studies, which includes the facility to transfer campus. Certain conditions however need to be met before a student is able to apply for a campus transfer.

2 SCOPE

This procedure applies to all CQUniversity higher education students. It does not apply to vocational education and training students.

3 EFFECTIVE DATE 30 March 2015

4 LEGISLATIVE AUTHORITY

Central Queensland University Act 1998 Qld

5 PARENT POLICY

There is no parent policy.

6 PROCEDURE

Form

6.1 Campus transfers are specific to an individual program. The program must be clearly stated on the [Application for Campus Transfer form](#).

Criteria

- 6.2 There can be no outstanding fees remaining on the student account. All outstanding debts must be cleared from the student account prior to application.
- 6.3 If the program of study is not available at the new campus, the request to transfer campus will not be approved, as not all programs are available on all campuses.
- 6.4 Consideration of campus transfers may take into account academic performance and the availability of a place.

Timelines

6.5 Campus transfer application submission dates differ between students transferring to internal mode and distance education (previously known as 'flexible').

- 6.6 Applications for transfer to internal mode will be accepted up until close of business on the last day to add courses for the term. All administrative procedures must be completed at the new campus by this deadline.
- 6.7 Applications from students wishing to transfer to studying by distance education (previously known as 'flexible') will be accepted up to close of business on the Friday prior to the commencement of term.
- 6.8 Fee paying students studying on the Metropolitan Campuses must submit the request to transfer campus prior to completing the term's enrolment at their existing campus.
- 6.9 Please refer to the [calendar of principal dates](#) for the relevant dates each term. This can be accessed through the CQUniversity Handbook.

Notes

- 6.10 All coursework students wishing to transfer to another CQUniversity campus must complete the [Application for Campus Transfer](#) form.
- 6.11 If students are changing their citizenship status via this application for campus transfer, they must supply the following information and/or documents:
- For a person changing status to become an Australian citizen, certified true and correct copies of:
 - Australian passport – title page with photo and name, date of birth details etc, OR
 - Australian birth certificate, OR
 - Australian citizenship certificate, OR
 - Certificate of evidence of resident status (from the Department of Immigration and Border Protection (DIBP)).
 - For a person changing status to become a New Zealand citizen, certified true and correct copies of the title page of their New Zealand passport.
 - For a person changing status to become an Australian permanent resident, including Humanitarian visa holders, certified true and correct copies of:
 - the title page from passport, AND
 - Australian visa stamp in the passport, AND
 - pages from the passport showing entry and exit stamps. The student must have entered Australia AFTER the visa was granted, UNLESS the visa was granted while already resident in Australia in which case the letter from DIBP regarding the visa being granted showing the person's mailing address is in Australia must be provided.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 The Student Governance Centre and Campus Administration on Metropolitan Campuses are responsible for processing all requests for campus transfers with the exception of Enabling students and Research Higher Degree students. Requests from these students will be assessed and processed in accord with the eligibility criteria above and any additional conditions as may be required by the Head of Program and Office of Research Services respectively.
- 7.2 The Director, Governance has the overall responsibility for ensuring these procedures are followed.

Reporting

- 7.3 There are no reporting requirements.

Records Management

- 7.4 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

9 RELATED LEGISLATION AND DOCUMENTS

Nil.

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Director, Governance
Next Review Date	28/10/2018

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 30/03/2005
Amendment Authority and Date	Academic Board 25/08/2010; University Secretary 25/08/2013; Academic Board 13/11/2013; Reviewed and minor changes approved Director, Governance 28/10/2015. Previously known as Campus Transfer to Another CQU Campus Procedures.