

Name:

Sign:

Date: / /

TRANSFER FORM

Use this form to request a transfer from a programme or a course(s) to another within the same semester or academic year. A programme or course transfer can only be completed within the 10% of a programme and/or courses start date.

SECTION A: TAUIRA MUST COMPLETE ALL PARTS OF THIS SECTION * CONTACT DETAILS IF CHANGED PERSONAL AND PROGRAMME DETAILS

Tauira ID

Tauira Name

Contact Address

Contact Phone Number

Programme Name

Kaiako Name(s)

I confirm that I would like to transfer from my current program or courses into the following programme and/or course(s):

New Programme Name

Transfer From:

Course Code:

Course Title:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Transfer to:

Course Code:

Course Title:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3. My reason(s) for transferring from the programme, and/or course(s) is:

- Enrolled in the wrong course
 Course cancelled
 Course location change
 Other

Other (please give reasons):

Tauira Signature:

Date:

DECISION – KAIAKO TO COMPLETE

Has a discussion taken place between yourself and the taura?

Yes No

Date of discussion: / /

Course Start Date / /

10% Date / /

Last Date of Attendance or Notified Date* / /

Record of Discussion & Recommendation:

*Date that will be entered into SMIS

•NOTE

- attach attendance register
- other support documents attached e.g. emails, etc.
- courses with results are not able to be WD

I confirm that I have checked that there are no results for the courses that are being withdrawn

Initial: Date: / /

Kaimahi Signature

Print Name

Transfer from NPC

I approve

- Withdraw from courses
 Withdraw from programme

Signature

Print Name

Date / /

Transfer from Head of School

Signature

Print Name

Date / /

•NOTE

- Pre 10% Withdrawal - EFTS are not claimed and fees refunded to point of origin
- Post 10% Withdrawal - EFTS are claimed and fees kept

Transfer to NPC

I approve

- Enrolment into courses
 Enrolment into programme

Signature

Print Name

Date / /

Transfer to Head of School

Signature

Print Name

Date / /

OFFICE USE ONLY

Date Rec'd by Admin / /

Received by:

Actions:

- Copy of letter to taura
 Enrolment withdrawn from current programme or course
 Full time to part time, advise StudyLink
 Enrolment transferred to new programme or course

Completed and to file: / / Completed by:

Please forward application to: Enrolment and Academic Administration, Te Whare Wānanga o Awanuiārangi, Private Bag 1006, Whakatāne

PLEASE NOTE THAT INCOMPLETE FORMS ARE UNABLE TO BE PROCESSED