



Application for Change of Campus Locations

Personal details							
Family Name:				Student #:			
Given Name:				Phone:			
Email:				DOB:			
Course code:		Course title:					
I would like to transfer Between Swann college campus (Please tick one of the Below):							
<input type="checkbox"/> Adelaide SA campus to Sydney NSW Campus							
<input type="checkbox"/> Sydney NSW Campus to Adelaide SA Campus							
Administration Fee:						\$400.00	
Reasons for Change Campus (attach relevant documents):							
Student Signature:				Date:			
Authorisation (Office use only)							
Pre-Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Signature:		Position:		
Reasons:							
Invoice Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date:				
Approved by Finance	<input type="checkbox"/> Yes	Name:				Date:	
Approved by Manager	<input type="checkbox"/> Yes	Name:				Date:	
Letter supplied to the student	<input type="checkbox"/> Yes <input type="checkbox"/> No		Signature:				
SMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No		Prisms Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No			