



**STUDENT DETAILS AND
CURRENT CAMPUS**

Name & Surname: _____

Student Number: _____

Current Brand: _____

Current Campus: _____

Please complete the below information relating to your
CURRENT CAMPUS

Current Mode of Delivery:

Distance Contact

Current Registration Type:

Undergraduate Postgraduate

Current Programme and Year of Study:

**TRANSFER DETAILS AND
CAMPUS**

Transfer to Brand: _____

Transfer to Campus: _____

Transfer Term: _____

Effective Date: _____

Reason for Transfer: _____

Please complete the below information relating to the
TRANSFERRING TO CAMPUS

Mode of Delivery:

Distance Contact

Registration Type:

Undergraduate Postgraduate

Programme and Year of Study:

Prior to requesting a transfer please kindly ensure:

- All your current semester final module results are published on your portal.
- You do not have any outstanding summative assessments that still need to be written.
- All your fees are settled and up to date.
- The campus & brand you are **transferring to offers the qualification.**

Please note:

- If you wish to register for a NEW qualification at a different IIE brand or campus, you are not required to transfer. You need to apply for a NEW qualification under the brand/campus of your choice.

TERMS AND CONDITIONS

- Please note that Students may **only** transfer **between** semesters and not during.
- The **terms and conditions** of the original registration contract remain valid.
- Fees need to be **settled** and up to date with the current campus before a transfer can take place.
- The transfer can only be processed by your **CURRENT CAMPUS** and will take **five working days** to process from the effective date. The outcome will be communicated by the Campus.
- Once you have been transferred you will no longer have access to Learn material from your originating campus.