Here are the steps involved in transferring from one course to another offered at Fitzroy Campus

**Please note, Course Transfers can take up to 10 working days to be finalised.**

1. Check the course mapping document on your course page of the Fitzroy Student Hub. Mark which subject/s you have completed and what you will be able to get course credit for. This may be more simple if you are at the beginning of your course.
   a. If your credit mapping is simple, go to step 2.
   b. If it is more complicated, then contact Student Services to book a meeting with your Success Coach to:
      i. Assess your eligibility to transfer
      ii. Complete subject mapping from one course to another
      iii. Advise the best time for you to transfer
2. You will then need to submit the following documents to Student Services
   a. Course Transfer application
   b. Subject mapping document
   c. Course Credit application
3. Student Services will send your full application to the Program Director of your new course, and the Dean (if applicable).
4. The Program Director will advise Student Services of the outcome.
5. Student Services will:
   a. complete the admissions process in the Student Information System
   b. send a Letter of Offer to you
6. You will need to accept your offer via the link in the letter or by sending the signed form back to Student Services.
7. Once you have accepted your offer, Student Services will apply any relevant course credits to your student record.
8. You will then be able to
   a. selects subject in Student Portal or
   b. Submit a paper form if there are pre/co-req limitations
9. Student Services will close of your old course once results have been released for the current study period.

**Note:** if you will be completing the Diploma of Health Science and want to continue on to the Bachelor degree course you will need to submit a new application with our Course and Careers Advisor team. Contact Student Services to make an appointment.

If you have any further questions, please contact the Student Services team on sservices@laureate.net.au or call 03 9415 333.