

Campus Transfer Request

nscC

This form must be completed and submitted by the student to officially request a campus transfer. This form is not to be used for change of concentrations for Diploma programs such as Business Administration, Human Services and/or Information Technology. Also, **this form does not guarantee or finalize a campus transfer; it starts the process.**

Several variables are at play in this request: (1) program / seat availability at the new campus; (2) difference in course schedules between campuses; (3) difference in fee structures between campuses; (4) your academic progress to date (e.g. RPL or probation)

You will be notified of the outcome of this request in writing to your provided email addresses; NSCC and external (e.g. hotmail). If you wish, your current Campus Registrar can be contacted to determine the status on a campus transfer request.

My Contact Information:


Full Name:	
Student ID:	
Current Program:	
Current Campus:	
Primary Phone:	
Primary Email:	
Desired Campus (es):	

I am requesting a campus transfer for:

Fall Semester; full-time	<input type="checkbox"/>	Winter Semester; full-time	<input type="checkbox"/>
Fall Semester; part-time	<input type="checkbox"/>	Winter Semester; part-time	<input type="checkbox"/>

I am requesting a campus transfer *mainly* due to:

Financial Reasons: Personal Reasons: Academic Reasons

Other Reasons:  _____

I have met with a member of Student Services to discuss my request Yes No
I understand that I will be notified once a **final** decision has been made Yes No
I have discussed this campus transfer request with my sponsor / student loan. Yes No
I have a documented disability for which I may require services (i.e. DRF) Yes No

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Office Use Only:

Is the request... Approved: Denied: Pending:

Student Aware: Finance Aware: AC Aware: Faculty Aware: Library Aware:
IT Aware: Bio/Demo Edited: Enrolment Edited: Milestones Edited: New Photo ID:

After processing the request, please retain this form in confidential student file

Updated: Jan 25, 2012