Application to transfer from a Dual Degree to the Single Degree Form

To be completed by ACU students applying to transfer from a dual degree to the single component of that degree. Do not use this form if you are a Research student - Contact the Office of Research.

**Section A  Personal Details**

Student ID ________________

Family Name ______________________________________________________

Given Name(s) _____________________________________________________

Are you an international student? Yes ☐ No ☐

**Section B  Current Enrolment - Dual Degree**

Course Name ______________________________________________________

Campus __________________________

**Section C  Proposed Enrolment - Single Degree**

Course Name ______________________________________________________

Campus __________________________

**Section D  Proposed Commencement of Single Degree**

Insert the year you wish to commence studies in the single degree 200 _____

Tick the ACU National study period that you wish to commence your studies in the single degree.

☐ Summer A ☐ Summer B ☐ Semester 1 ☐ Autumn Term

☐ Winter Term ☐ Semester 2 ☐ Spring A ☐ Spring B

I confirm that I have read and understood the instructions on the reverse side of this form.

Student Signature ___________________________ Date ______________________

Office use Only

Enrolments Section: Program Code for New Course: ___________________________

☐ Transfer data entry completed ☐ Student Notified by Email

Administrative Officer: ___________________________ Date: __________________

P.T.O.  Review Date 10-11-05  Australian Catholic University LTD, ABN 15050 192 660, CRICOS: 00004G, 00112C, 000873F, 000885B
DDT - Application to transfer from a Dual Degree to the Single Degree Form

When to complete the DDT – Application to transfer from a Dual Degree to the Single Degree Form

The DDT form is used by students who are currently enrolled in a dual degree and wish to transfer to the single component of that degree offered at ACU National.

You must have completed at least one semester of study in the dual degree before applying to transfer to one of the single degrees within the dual degree.

You are also encouraged to consult the Course Co-ordinator of the single degree regarding the selection of units required for completion of the single degree.

Any transfer to a single degree under these arrangements is subject to the same financial status as your current financial status in the dual degree – for example, if you are enrolled in the dual degree as a Commonwealth-supported student, you will remain a Commonwealth-supported student in the single degree; if you are enrolled in the dual degree as a fee-paying student, you will remain liable for full tuition fees in the single degree.

Please Note: A student studying a dual program where Social Work is one of the components cannot transfer without Course Co-ordinator approval.

Applying for credit for studies completed in the Dual Degree

If you wish to apply for credit based on your studies completed in the dual degree towards the single degree, you will need to complete a CR Application for Credit form and have it authorised by the Course Co-ordinator of the single degree for which you will be enrolled.


Due date and lodgement of form

The DDT form must be LODGED PRIOR TO:

- the commencement of a non-standard study period
- the commencement of week 2 of a standard study period

Lodge the completed form at the campus Student Centre or post to:

Enrolments Section
Australian Catholic University
Locked Bag 4115
FITZROY MDC VIC 3065

THE ENROLMENTS SECTION WILL NOTIFY YOU WHEN YOUR APPLICATION HAS BEEN PROCESSED BY SENDING AN EMAIL TO YOUR ACU NATIONAL STUDENT EMAIL ACCOUNT.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE FORM IS COMPLETED CORRECTLY AND AUTHORISED WITH YOUR SIGNATURE. FAILURE TO DO SO MAY RESULT IN THIS APPLICATION NOT BEING PROCESSED.