

CHANGE OF COURSE REQUEST FORM

Please note: Any change to your enrolment may have implications on your student visa and you are strongly advised to refer to the Department of Home Affairs (DOHA).

Website at: <https://immi.homeaffairs.gov.au/change-in-situation/study-situation> or phone 131 881

Please note: If complete document is received, the processing time frame is a minimum of 10 working days.

An admin fee of \$50 per CoE change is applicable.

STUDENT DETAILS			
Student ID:		Course:	
Family Name:		Given Name:	
Contact Number:		Email:	
Address:			

COURSE INFORMATION	
Current Course Details:	
Course offered/enrolled in:	
Propose start date:	Propose end date:
REQUESTED CHANGE COURSE DETAILS	
Course applying for:	
Propose start date:	
Reason:	

DECLARATION
<p>I agree to pay \$50 fee per CoE change. I am aware that changes to my enrolment may affect my student visa and that I should seek advice from DOHA. I accept that the course fee for the new course may differ from the current course where transferring from a more expensive course to a less expensive one, no refund of the difference is payable. I accept that the new course may have changes to the course structure and timetable. If approved, a new International Student Offer and Acceptance / Written Agreement will be issued, and on my acceptance of the offer, a new CoE will be issued.</p>
<p>Student Signature: _____ Date: ____/____/____</p>

OFFICE USE ONLY		
Approved	Not Approved	Database Updated By:
Name:	Signature:	Date:
Comments:		