

Request to Change Form



STUDENT DETAILS

Student ID:	
Student full name:	

TERMS AND CONDITIONS

- I understand there will be a \$75 fee per request; *plus*
- I understand tuition fees paid towards my current course will be lost, and if approved a new payment plan will be provided to cover the full cost of my new course
- I understand I am responsible for discussing this request with my education agent, and if necessary determine whether I need to seek advice from Department of Home Affairs
- I understand my request is at the discretion of Management and I may be required to provide evidence of my reasoning for the request. All requests are assessed fairly and written approval/refusal will be provided within 7 business days

APPLYING FOR:

Current Course & Class:			
Current Start Date:		Current Campus:	

New Course & Class:			
New Start Date:		New Campus:	
Reason:			

DECLARATION:

Student signature:	
Date:	

OFFICE USE ONLY	
Received by and date:	
Payment received:	<input type="checkbox"/> EFTPOS <input type="checkbox"/> Bank transfer <input type="checkbox"/> Cash
Approved/not approved by and date:	