APPLICATION TO CHANGE COURSE

Please complete this form and submit it to a Student Services/Admin Officer for processing. Please remember you must notify the College PRIOR to course commencement to change courses, otherwise fee penalties will apply.

SECTION 1: Student Details	
Student Name:	Date:
Contact Number:	Student ID:
Email:	Date of Birth:
Course:	

SECTION 2: Course Details	
Course Currently enrolled in:	Course Start Date:
New Course:	Course End Date:
Reason for transfer request:	

SECTION 3: New course information	
New course start date:	Is this course a packaged offer :
New course end date:	Student Signature:

SECTION 4: Approval by Training Manager or COO	
Sufficient notice provided: □ YES □ NO	Satisfactory course progress: □ YES □ NO
Change/Transfer granted : □ YES □ NO	Date granted :
Approved by:	Signature:
Comments:	
Credit Transfer(s) Applicable: □ YES □ NO If yes, list unit code and unit name for credit transfer to be granted:	

Form to be given to Student Services to process immediately after approval to update college SMS and LMS access

Section 5: Office use only	
Date received:	Date entered:
Entered into SMS by:	LMS access updated by:
Changes entered into PRISMS (if applicable): ☐ YES	Date:

Student informed of any difference in course fees: ☐ YES ☐ NO	Admin Fee Applicable:
Additional fees owing paid: ☐ YES Date:	New eCOE issued (if applicable) : ☐ YES

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