

Change of Timetable / Course Form

Please fill this form if you wish to change either TIMETABLE or COURSE preferences.
The change of course or timetable request will be considered within 1 week of the study period by the Academic Manager.

PERSONAL DETAILS

Family Name: _____ Given Name: _____

Date of Birth: _____ Student ID: _____

Telephone/Mobile: _____ Email: _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Please tick and complete according to your change preference:

CHANGE OF TIMETABLE PREFERENCE

CURRENT TIMETABLE DETAILS		NEW / PROPOSED TIMETABLE DETAILS	
Current Class Name		New Class Name	
Current Class Days		New Class Days	
Current Timetable		New Timetable	

CHANGE OF COURSE PREFERENCE

CURRENT ENGLISH COURSE	
NEW / PROPOSED ENGLISH COURSE	
START DATE PREFERRED	

STUDENT DECLARATION

I understand and acknowledge that if my application for a change of course is approved, I may be liable for additional course tuition and material fees. These fees are due and payable before the course change is approved.

Any additional fees must be paid before a new e-CoE can be issued.

I am aware that DIBP must be notified of any change to my e-CoE.

Name of the Student: _____

Signature of the Student: _____ **Date:** ____/____/____

OFFICE USE ONLY

Approved **Not Approved**

Academic Manager's Signature: _____ **Date:** ____/____/____

Updated in Student Management System

Admission Officer's Signature: _____ **Date:** ____/____/____