



CHANGE STUDY PROGRAM

Information for students

This form should be used if you are intending to seek approval for a change of program for example:

- Foundations Studies > Degree Transfer
- Degree Transfer > Foundation Studies
- Bachelor of Business > Bachelor of Information Technology
- Master of Accounting > Master of Finance

Please submit the completed form to the Student Services team.

General information

1. If requesting to change to a higher level program, evidence and documentation must be provided for the request. All evidence and documentation must be submitted by a registered education agent.
2. In most situations students will be required to consult with College staff to discuss the application, or via their agent.
3. If the change of program request is approved, this may also result an increase in fees payable to the College.

International students

Please note: Changing program may affect the student visa granted. As required per the ESOS Act 2000, the College will notify the Department of Home Affairs (via PRISMS) of any approved program changes within 14 days of the change being processed.

To comply with visa conditions, international students must:

4. (a) maintain a valid visa
- (b) complete their program by the expected completion date as specified on the Confirmation of Enrolment (CoE)
- (c) provide the School with address details within seven days of arrival or address change
- (d) maintain a full-time study load
- (e) not exceed the maximum number of hours allowed to work on the student visa
- (f) maintain Overseas Student Health Cover for the duration of the course.
5. Future students, please contact Admissions staff for assistance or clarification of the CoE or Offer of Admission. Current students, please see Student Services.
6. Legislation relating to international students' visas states that if a student changes their enrolment and this results in a break between programs that is longer than eight weeks, they must return to their home country within 28 days of the change of enrolment request being granted. Students may be required to provide additional information as part of the approval process.
7. Students will need to collect their new enrolment documents from the College administration and take them to the Department of Home Affairs to notify them of the change in enrolment.

Student information

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Unspecified
Family name				First name(s)			
Date of birth (dd/mm/yyyy)				Student ID			
Phone number				Email			
Address							
City			State				
Country							

Current program

Year: (e.g. 2019, 2020)	<input type="checkbox"/> Foundations Studies Program	<input type="checkbox"/> Degree Transfer Program	<input type="checkbox"/> Pre-Master's Program	<input type="checkbox"/> English Language Program
Please choose campus:	<input type="checkbox"/> Adelaide Campus	<input type="checkbox"/> Melbourne Campus		

New program

Intake (eg. March 2021) Foundations Studies Program Degree Transfer Program Pre-Master's Program English Language Program

Please choose campus: Adelaide Campus Melbourne Campus

Current issued bachelor's or master's destination New bachelor's or master's requested

Reason for change of program request:

I have attached the relevant supporting document Yes No

Acceptance of offer

I understand that:

- My enrolment will be changed to reflect my above request
- Upon receiving my new CoE I must contact Department of Home Affairs to update my visa status
- Some changes in program will involve change of course fees
- A change of program may result in an extension of the length of time I needed to complete my studies
- A change of bachelor's degree or master's degree is subject to availability of class places in new program
- I hereby certify that I wish to change my program which I have indicated above:

Signature of student

Date

Name of parent/guardian

Signature of parent/guardian (required if student is under 18 years old)

Date

I am a sponsored student and have provided written approval from my sponsor

OFFICE USE ONLY

Student Services

- Student has been counselled by Student Services staff
- Pre-requisites for the bachelor's or master's program checked
- Subject selection communicated to Business Systems Coordinator
- Outstanding fees checked
- Parent/guardian has been notified of program change (under 18 students only)

Student Services staff name

Date

This change has been Approved Not approved

Comments

ADMISSIONS

- Check if change of application fee required
- Generate offer letter to reflect above change of program
- File new CoE and change of program form in student file
- Notify Student Services when sending new CoE to student