Application to Change Course

STUDENT DETAILS

Student ID:	
Student full name:	

TERMS AND CONDITIONS

- As changing your enrolment may affect your student/other type visa you must discuss this request with your education agent with regards to your visa requirements. You may also contact the Department of Home Affairs (DHA) on 131 881 for further assistance.
- Your course fees must be up to date as per your Payment Plan and this change will attract an Administration Fee of $75.00.

CHANGE OF COURSE APPLICATION

Current Course/s:	

New Course/s:			
New Course/s Start Date:		**New Course/s Campus:**	

DECLARATION:

I hereby apply to change my course/s and acknowledge that this application will be processed in accordance with the Imagine Education Australia Change of Course Policy, which I have read and understood. A decision will be provided to me within 10 working days of this application being completed. I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the Student Handbook. I understand that a 6-week break will be added between my courses unless I request otherwise. I understand tuition fees used in my current course will be lost, and if approved, any unused fees will be transferred to my new course. A new payment plan will be provided to cover the full cost of my new course. I acknowledge that I will receive a new Letter of Offer if my application is approved. I must sign the Acceptance of Offer and attend Orientation for my new course in order to be commenced in my new enrolment.

Student signature:	
Date:	

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National Provider: 31302 | CRICOS Provider: 02695C | ABN: 27 620 585 615

OFFICE USE ONLY	
Received by and date:	
Payment received:	☐ EFTPOS ☐ Bank transfer ☐ Cash
Approved/not approved by and date:	
Notes and evidence provided:	
Actioned in eBECAS by Admissions and date:	
Agent and Student advised by Admissions and date:	
Actioned in eBECAS by SPO and date:	
Actioned in PRISMS by Admissions and date:	

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