

Course Change Form

Any change to your enrolment may have implications for your student visa and you are strongly advised to refer to the Department of Home Affairs (DHA) website at:
<https://www.homeaffairs.gov.au/Trav/Stud/More/Changing-courses>.

A non-refundable fee of \$50 per CoE change must be paid on lodgement of this form.

Title _____ Student ID: _____

First Name _____ Last Name _____ Date of birth _____

Mobile number _____

Email _____

Current / Enrolled course of study

New Course

Reason for your request

How would you like to receive your new Letter of Offer and Confirmation of Enrolment (CoE)?

- Collect original documents at the College
- Receive copies of documents via e-mail

Declaration:

- I agree to pay \$50 fee per CoE change. I am aware that changes to my enrolment may affect my student visa and that I should seek advice from DHA.
- I accept that the course fee for the new course may differ from the current course where transferring from a more expensive course to a less expensive one, no refund of the difference is payable.
- I accept that the new course may have changes to the course structure and timetable. If approved, a new International Student Offer and Acceptance / Written Agreement will be issued, and on my acceptance of the offer, a new CoE will be issued.

Student signature:

Date: (dd/mm/yy) ____ / ____ / ____

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Please send the completed form to admission@acecollege.edu.au

OFFICE USE ONLY DATE REQUEST RECEIVED _____

- REQUEST APPROVED
- REQUEST DENIED
- RTO manager updated
- COE updated in PRISMS

Comments:

OFFICER AND DATE: _____

Document Control

Policy Owner	ACE College
Endorsed by	RTO Manager
The person responsible for the implementation	Admission Manager
Endorsement date	16/01/2024
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