



Course change Form

Note: Any change to your enrolment may have implications on your student visa and you are strongly advised to refer to the Department of Home Affairs (DHA) website at: <https://immi.homeaffairs.gov.au/change-in-situation/study-situation> or contact the college. A non-refundable fee of \$100 per CoE change must be paid on lodgement of this form

Student ID: _____ First Name: _____ Last name: _____
Date of Birth: _____ Email: _____
Current course enrolled: _____ New course name: _____

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 a \$100 fee per CoE change.
- 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) __/__/__

Please send the completed form to admission@acecollege.edu.au or submit it to the college student support officer.

OFFICE USE ONLY

REQUEST RECEIVED DATE: (dd/mm/yy) __/__/__

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

Comments:

OFFICER in Charge: _____ Signature: _____ Date: (dd/mm/yy) __/__/__