



## Change of Course Request

Please print in BLOCK LETTERS and fill out all sections

Student Number: AVTI

Family Name:

First Name:

Mobile:

Email:

Please fill in start date and cross the following box

**New Course**

The new course that you would like to change to:

Start Date(DD/MM/YY) :   /   /    Morning  Evening  Weekend

<input type="checkbox"/> Certificate II in Business	<input type="checkbox"/> Certificate III in EAL
<input type="checkbox"/> Certificate III in Business	<input type="checkbox"/> Certificate IV in EAL
<input type="checkbox"/> Certificate IV in Business	<input type="checkbox"/> Diploma of Project Management
<input type="checkbox"/> Diploma of Business	<input type="checkbox"/> Advanced Diploma of Program Management
<input type="checkbox"/> Advanced Diploma of Business	

Terms and conditions

1. All details above are required to be completed.
2. You can ONLY join a new course from the start of new unit of competency.
3. If the request was approved, you must return to the Student Service Officer to finalise the request within 5 working days. If you failed to return within 5 working days, the request will be withdrawn by the college.
4. There will be an administration fee of \$50 per COE change and no request will be processed until this fee has been paid.
5. All payment must be made one week before date of change.
6. This fee is not refundable for change of mind.
7. New course fees may apply. Please refer to the college website and your new letter of offer for more details.
8. The change of course will be reported to the Department of Home Affairs.

**Student Signature:**

SIGN HERE

**Date Requested:**

/   /

Australian Vocational Training Institute Pty Ltd t/a Australian Vocational Training Institute (ABN: 63 162 836 848)

## Office Use Only

**Director of Studies**

**Current Course**

Morning                       Evening                       Weekend

<input type="checkbox"/> Certificate II in Business	<input type="checkbox"/> Certificate III in EAL
<input type="checkbox"/> Certificate III in Business	<input type="checkbox"/> Certificate IV in EAL
<input type="checkbox"/> Certificate IV in Business	<input type="checkbox"/> Diploma of Project Management
<input type="checkbox"/> Diploma of Business	<input type="checkbox"/> Advanced Diploma of Program Management
<input type="checkbox"/> Advanced Diploma of Business	

Approved                       Not Approved

Comment: \_\_\_\_\_

New start date: / /       New end date: / /

Contact Student via:

- Email
- Telephone
- Trainer

Signature: \_\_\_\_\_

Date Completed: / /

**Student Services Officer**

- Administration fee  
Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date Completed: / /

**Accounts**

- Course fee
  - Paid     N/A
- Administration fee
  - Paid     N/A

Signature: \_\_\_\_\_

Date Completed: / /

**Director of Studies**

- New COE Issued

Signature: \_\_\_\_\_

Date Completed: / /

**Student Services Officer**

- Un-enrolled old course
- Add new course
- Allocate to new class
- Enrolled student in SMS
- Informed student regarding new course

Signature: \_\_\_\_\_

Date Completed: / /