

Office Use Only

Director of Studies

New Course Details

Shift 1 Shift 2 Shift 3 Shift 4

<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: / /