



## Office Use Only

**Director of Studies**

## New Course Details

Shift 1     Shift 2     Shift 3     Shift 4

<input type="checkbox"/> Certificate III in Business	<input type="checkbox"/> Advanced Diploma of Business
<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

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:   /   /