



## Office Use Only

### Director of Studies

#### New Course Details

<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: / /