

Change of Course Request (Course Deferment)

Please print in BLOCK LETTERS and fill out all sections

Student Number:

Family Name:

[illegible]

Mobile:

[illegible]

Please fill in new course start date:

New Start Date (DD/MM/YY): / /

(**Note:** new start date cannot be greater than the current course finish date of the actual/old COE)

Reason for change: _____

Evidence attached:

☐ Certificate III in Business	☐ Advanced Diploma of Business
☐ Certificate IV in Business	☐ Diploma of Project Management
☐ Diploma of Business	☐ Advanced Diploma of Program Management
☐ Certificate IV in Accounting and Bookkeeping	
☐ Diploma of Accounting	☐ Advanced Diploma of Accounting
☐ Certificate III in Hairdressing	

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. College will process this request in 5 working days from the date of the application.
4. There will be an administration fee of \$50 per COE charge and no request will be processed until this fee has been paid (except for compelling/compassionate circumstances).
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 (except for compelling/compassionate circumstances).
8. The change of course will be reported to the Department of Home Affairs.

Student Signature:

Date Requested:

□□/□□/□□□□

Office Use Only

CEO/PEO or their delegate

New Course Details

☐ Certificate III in Business	☐ Advanced Diploma of Business
☐ Certificate IV in Business	☐ Diploma of Project Management
☐ Diploma of Business	☐ Advanced Diploma of Program Management
☐ Certificate IV in Accounting and Bookkeeping	
☐ Diploma of Accounting	☐ Advanced Diploma of Accounting
☐ Certificate III in Hairdressing	

☐ 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: / /

CEO/PEO or their delegate

☐ New COE Issued

Signature: _____

Date Completed: / /

Student Services Officer

☐ Un-enrolled from the old course

☐ Add new course

☐ Allocate to new class

☐ Enrolled student in SMS

☐ Informed student regarding new course

Signature: _____

Date Completed: / /