APPLICATION FOR ENROLMENT CHANGE

Type of Enrolment Change Requested

☐ Leave	☐ Suspend/Withdrawal	☐ Extend
☐ Shorten	☐ Change Start Date	☐ Others

Current Enrolment Details

Student Name	
Student ID	
Current Visa Status	
Course Enrolled	
Course Duration	
Current Progress	
Current Class Allocated	

Request for Change

Effective Date of Enrolment Change	
Last Day of Attendance	
Estimated Return Date (if applying to leave)	
New Course Start Date (if applying to change start date)	
New Course End Date (if applying to extend or shorten the course)	
eCoE Update Needed	☐ Yes ☐ No
Refund Needed	☐ Yes ☐ No ☐ N/A
Additional Payment Needed	☐ Yes ☐ No ☐ N/A

Reason for Enrolment Change in Detail

Student Signature		Date	
Staff Acceptance Signature		Date	

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For Official Use ONLY				
Enrolment Change Approved	☐ Yes ☐ No			
Student Management System Updated	☐ Yes ☐ No		Date	
PRISMS Updated	☐ Yes ☐ No ☐ N/A		Date	
Staff Name				
Signature				
Date				