

CHANGE OF COURSE FORM

This form is to be completed by students who request to change course pathways. If your request is refused, your enrolment at Alpha English Academy will continue and remains active with current course and current location. This form must be read in accordance with Enrolment policy.

PERSONAL DETAILS			
Student ID:			
Full Name:			
Current Address:			
Course Enrolled:			
Contact Number:		Email:	

NEW COURSE DETAILS	
Course name	
Course start date	
Reason	<u>Course variation (Student initiated)</u> <input type="checkbox"/> Best interest course <input type="checkbox"/> Current course is difficult for my level <input type="checkbox"/> Others <u>Course variation (Provider initiated)</u> <input type="checkbox"/> Intervention strategy implemented

Note: Change of course fee apply

Student Declaration:

I was informed by Student Services on course variation and change of course pathway process and its impact on a student visa. I understand and agree with the conditions of the policy and procedure. I am fully aware that this variation will be informed of by the Department of Home Affairs and may affect my student visa. I am also aware of the consequences of change of course pathways before a new visa are granted.

Student Signature:		Date:	
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OFFICE USE

<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED	
<input type="checkbox"/> Complete course variation in PRISMS		<input type="checkbox"/> Provide a refusal letter	
<input type="checkbox"/> Cancel current and future enrolments		<input type="checkbox"/> Recorded in RTOM	
Staff Signature:		Date:	