

## CHANGE OF COURSE APPLICATION

<b>Student Name</b>		<b>Student Id</b>	
<b>Current Course Enrolled</b>			
<b>New Course Title</b>		<b>New Course Start Date</b>	

### Reason for Course Change

It would greatly assist Australian Training and Education College (ATEC) to provide you with the appropriate service if you would provide the reason for your course/duration change. Please attach any evidence to support your claim where applicable. Please also attach any supporting evidence.


### Student Declaration

I was informed by Student Support Officer of the change of course/duration policy and I understand and agree to conditions of this policy. I am fully aware that this variation will be informed to the secretary of Department of Home Affairs and my student visa may be affected.

Student Signature: ..... Date: .....

Office Use Only	
<p><b>NEW STUDENT</b></p> <p><input type="checkbox"/> Verify enrolment form and agreement signed</p> <p><input type="checkbox"/> Transferred fees to new enrolment</p> <p><input type="checkbox"/> Update SCV in PRISMS (New CoE)</p> <p><input type="checkbox"/> Allocated student to new timetables in Student Management System (SMS)</p>	<p><b>CURRENT STUDENT</b></p> <p><input type="checkbox"/> Terminate student current courses in SMS and PRISMS</p> <p><input type="checkbox"/> Verify enrolment form and agreement signed</p> <p><input type="checkbox"/> Transferred unused fees to new enrolment</p> <p><input type="checkbox"/> Update SCV in PRISMS (New COE)</p> <p><input type="checkbox"/> Credit transfer of units already completed</p> <p><input type="checkbox"/> Removed student from old timetables in SMS</p> <p><input type="checkbox"/> Allocated student to new timetables in SMS</p>

Authorised Officer Signature..... Date.....