

**International Student Services
Application To Change A Course /
To Continue With Additional Course(s)**



NOTE: If your request for change of course is approved, a change of course fee of \$150 will be charged.

Student name: _____

Student ID number: _____

Address in Melbourne: _____

Tel: _____ **Email:** _____

Name of course you are studying now at Box Hill Institute:

Name of next course you wish to study at Box Hill Institute:

Date of Transfer: _____

If to ELICOS, expected duration: _____

Reason for change:

Student signature: _____ **Date:** _____

Your Privacy – The Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The information you have provided to the International Student Office will be used to provide information to the Department of Immigration and Citizenship and other government agencies. For further information, please write to the Privacy Officer, Box Hill Institute of TAFE, Elgar Road, Box Hill, Victoria, 3128 or visit the Institute's web site at www.boxhill.edu.au

Section below to be completed by staff in ISS office in consultation with student (& check in student's file)

If currently in ELICOS - previously applied for a formal course? Y / N

If yes: date of latest Offer (& course if different) _____

Prerequisite: _____

If no, ask student to provide detail of:

Highest level of education attained in home country: _____

Other study in Australia: _____

Relevant work experience: _____

Documentation in file? _____ Y / N

- Completed the first six (06) months of my principal course and/or preliminary course as per course applied and identified in my Letter of Offer and Confirmation of Enrolment (COE) before being permitted to change to another course. Y / N

- Checked course progress / attendance to date

- Assessment / comment:

Staff Signature: _____ Date: _____

1. Offer letter required? Y / N if Y: issued: _____

2. Filemaker database amended: _____

3. Fees already paid for different course? Y / N if Y: d/b amended _____

4. PRISMS course variation required? Y / N if Y: PRISMS _____

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