



VIITE

Victorian International Institute
of Technical Education
RTO No. 22452 | CRICOS: 04136G

www.viite.edu.au

1300318747

enquiries@viite.edu.au

Level 5, 271 William St, Melbourne, VIC 3000



CAMPUS LOCATION CHANGE REQUEST FORM

Student details

Student Name		Student ID	
Course Enrolled			
Email		Mobile Number	
Student Address			
Address in New Location			

Request details

Change of Study Location – When students transfer their enrollment from one campus location to another, either before or after the commencement date, it is considered a change of location.	Current Location	New Location
When is the intended date for change of location?	Date / /	

Student Declaration

1	Are you planning to change your course of study as well?	Yes ☐	No ☐
2	Did you verify if the course is available at the new location?	Yes ☐	No ☐
3	Have you checked the timetable for the course in the new location?	Yes ☐	No ☐
4	Have you considered all the expenses associated with your course of study at the new location?	Yes ☐	No ☐

Please state the reasons for your request

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Student Name	
Student Signature	Date / /



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For administration use only – Change of location during studies only

Satisfactory Progress	Yes ☐	No ☐	Comments			
All due fees clear	Yes ☐	No ☐	Comments			
Officer Name			Officer Signature		Date	

For administration use only – All Applications

CEO (or delegate) Approval	Approved ☐	Denied ☐	Comments			
Name						
Signature:		Date	/	/		

For administration use only – All Applications

New Letter of Offer issued	Yes ☐	No ☐	Comments			
PRISMS Updated	☐ Yes	☐ No	Comments			
Start Date for Course in New Location						
Officer Name			Officer Signature		Date	