CHANGE OF COURSE FORM

Student details

Student Name		**Student ID**	
Course Enrolled			
Email		**Mobile Number**	

Request details

Previous Course Name	
New Course Name	

1. Is this your principle course?	**Yes** ☐	**No** ☐
2. Have 6 months been passed?	**Yes** ☐	**No** ☐
3. Is the course you are changing not available in the RTO ?	**Yes** ☐	**No** ☐

Please provide the reasons for your request

International students must state the reason and provide documentation for variation to enrolment. Please see the web link http://internationaleducation.gov.au. VIITE College is obliged to report this information to the Department of Home Affairs. Please ensure you read and understand VIITE College's policy and procedure regarding deferral, suspension or cancellation of enrolment. If you are not satisfied with the decision in relation to your application, you may appeal against this decision within 20 working days.

Even though VIITE College may approve your application for a change of enrolment status, the Department of Home Affairs may not accept the reasons provided and may proceed to cancel your visa and may impose a year's ban on reapplication for a student visa. Information regarding the suspension will be conveyed to the Department of Home Affairs which is likely to make inquiries concerning the reasons for deferment and are able to check movement records to determine whether the student has left Australia. It is strongly advised that you contact the Australian embassy in your home country to check the status of your student visa before attempting to travel back to Australia.

Print Name (Student)		**Student Signature**		**Date**	/ /

www.viite.edu.au
1300318747
enquiries@viite.edu.au
Level 5, 271 William St, Melbourne, VIC 3000

CHANGE OF COURSE FORM

For administration use only – Partial completion

Satisfactory Progress	**Yes** ☐	**No** ☐	**Comments**			
Name		**Signature**		**Date**	/ /	

For administration use only – Partial completion

Account s Approval	**Approved** ☐	**Denied** ☐	**Comments**			
Name		**Signature**		**Date**	/ /	
AAC Approval	**Approved** ☐	**Denied** ☐	**Comments**			
Name		**Signature**		**Date**	/ /	
CEO (or delegate) Approval	**Approved** ☐	**Denied** ☐	**Comments**			
Name		**Signature**		**Date**	/ /	
PRISMS Updated	**AXCELERATE** ☐	**PRISMS** ☐				
Name		**Signature**		**Date**	/ /	