



## CAMPUS LOCATION CHANGE REQUEST FORM

### Student details

<b>Student Name</b>		<b>Student ID</b>	
<b>Course Enrolled</b>			
<b>Email</b>		<b>Mobile Number</b>	
<b>Student Address</b>			
<b>Address in New Location</b>			

### Request details

<b>Change of Study Location</b> – 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.	<b>Current Location</b>	<b>New Location</b>
<b>When is the intended date for change of location?</b>	<b>Date</b>	/ /

### Student Declaration

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

### Please state the reasons for your request

<b>Student Name</b>	
<b>Student Signature</b>	<b>Date</b> / /



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### For administration use only – Change of location during studies only

<b>Satisfactory Progress</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Comments</b>			
<b>All due fees clear</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Comments</b>			
<b>Officer Name</b>				<b>Officer Signature</b>		<b>Date</b>

### For administration use only – All Applications

<b>CEO (or delegate) Approval</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	<b>Comments</b>			
<b>Name</b>						
<b>Signature:</b>			<b>Date</b>	/	/	

### For administration use only – All Applications

<b>New Letter of Offer issued</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Comments</b>			
<b>PRISMS Updated</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>			
<b>Start Date for Course in New Location</b>						
<b>Officer Name</b>				<b>Officer Signature</b>		<b>Date</b>