|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT DETAILS** | | | | | | | | | |
| **Surname** |  | | | | | | | | |
| **Given Names** |  | | | | | | | | |
| **Address** |  | | | | | | | | |
| **Phone No.** |  | | | | | | | | |
| **Student ID (numeric only)** |  |  |  |  |  |  |  |  |  |
| **Current Course** |  | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick ONE box for consideration:** | | | | | | | | | **OFFICE USE ONLY** | | | | | |
|  | | **YES** | | **NO** | |
|  | **Transfer to another Provider** | | | | | | | Completed 6 months? | |  | |  | |
| Date of last day of attendance | |  | | | | | Offer letter provided? | |  | |  | |
| Have you completed 6 months of your principal course? **YES  NO**  *(Standard 7 of the National Code states students are to complete 6 months of the principal course)* | | | | | | |
| Please provide an offer letter from the new provider (if available) | | | | | | |
|  | **Change of Course** ***(within the Gordon)*** | | | | | | | Position available in new course? | |  | |  | |
| This will be considered as a new application, therefore the current fees and charges will apply if successful. (Administration fee may apply. See FEE DETAILS on back page). | | | | | | |
| **New Course** | |  | | | | |
|  | **Leave of Absence/Deferral** | | | | | | | Are there any outstanding student learning / misconduct / visa issues? | |  | |  | |
| Date From |  | | To | |  | |
| Where will you be staying during absence? | | | | Australia OR Other  If other, please specify | | |
|  | **Leaving Course Early** | | | | | | | Are there any outstanding fees? | |  | |  | |
| Date of last day of attendance | | | | | |  |
| Date of departure (if returning to home country) | | | | | |  |
|  | **Course Fee Enquiry (please supply details)** | | | | | |  | | | | | | |
|  | **Other (please supply details)** | | | | | |  | | | | | | |

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| **DETAILS OF REQUEST** |
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| --- | --- | --- | --- | --- |
| **SIGNATURE** | | | | |
|  | **Print Name** | **Signature** | **Date** |
| **Student** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY** | | |
| Approved  Not Approved |  |  |
|  | **Manager/Delegate to sign** | **Date** |
| Reason Not Approved |  | |
| Student Notified  Email  Mail |  |  |
|  | **International staff to sign** | **Date** |
| DIBP Reported  Yes  No |  |  |
|  | **International staff to sign** | **Date** |

**PROCEDURE**

1. Student to complete the form.
2. Student to return the form to the [International office](mailto:international@gordontafe.edu.au).
3. Manager or delegate to consider application (except for Change of course which goes directly to the Student Application & Admission Officer).
4. Student notified of outcome by letter or email.

**DEFINITIONS**

**Principal course:** ‘Principal course’ refers to the final CoE in your enrolment.

**FEE DETAILS**

**Change of course:** When you change your course, any unused fees you have already paid will be transferred to the new course. If you cease/cancel your enrolment the refund policy will apply to your original course (enrolment), not to the new course (enrolment).

**Administration fee:** An administration fee will be charged to change course.

* $100 per request from SECOND request (first request is free).
* Administration fee will only be charged for successful applications.