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| **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 [ ] OtherIf 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** |       |  |       |

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| **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.
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.