



Change of Course Request Form

| Student Details | | | |
|---|---------------------------------------|---------------|----------------|
| Student Name: | | Student ID | |
| Passport Details: | Country: | Passport No.: | Date of Birth: |
| Course Enrolled: | | Intake Date: | |
| Contact Details in Australia | | | |
| Address: | | | |
| Email Address: | | Phone No: | |
| Change of Course Details: | | | |
| Course Name | | | |
| Reason for changing course: | | | |
| | | | |
| Student Declaration: | | | |
| I hereby declare that all the information and documents provided are true and genuine, and I understand that there may be relevant visa issues due to the change of course. | | | |
| Documents attached (list all the documents you attach, ie copy of passport): | | | |
| 1. _____ | 3. _____ | | |
| 2. _____ | 4. _____ | | |
| Student's Signature: | _____ | Date: | _____ |
| Office Use Only | | | |
| Received by: | (Pollard English Officer's Signature) | Date: | |
| Approved by the Course Coordinator? | Yes | No | |
| Reason: | | | |
| Was the student notified of the outcome by letter or e-mail? | Yes | No | |
| Were the documents filed in the student's personal file? | Yes | No | |
| Recorded request on the student management database? | Yes | No | |
| Signature of student's officer | Date | | |
| Comments: | | | |