

## Change of Course Request Form

*This form is for international students seeking to change their current course, resulting in an updated Confirmation of Enrolment (COE) through PRISMS.*

*A non-refundable administrative fee of \$300 applies and must be paid before the request is processed.*

<b>First Name:</b>		<b>Last name:</b>	
<b>Email Address</b>			
<b>Current Home Address</b>			
<b>Phone Number</b>			

COURSE DETAILS	
<b>Current course you are enrolled in:</b>	
<b>Name of course you wish to enrol in:</b>	
<b>Campus Location (St Marys or Dubbo)</b>	
<b>Reason for change:</b>	

### Student Acknowledgement and Declaration

I acknowledge and understand that:

- This change request involves an update to my COE in PRISMS.
- A **\$300 non-refundable administrative fee** applies.
- Changing courses may affect my student visa conditions and duration.
- I am responsible for ensuring my visa remains valid.
- My request will not be processed until the fee is paid in full.

<b>Student Signature:</b>		<b>Date:</b>	
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OFFICE USE ONLY	
<b>Outcome</b>	<b>Request granted</b> <input type="checkbox"/>
	<b>Request declined</b> <input type="checkbox"/>
	Reason request was granted/declined:
<b>CEO Signature:</b>	<b>Date:</b>
<b>Finance</b>	<b>Fee Paid:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   Amount: \$_____   Receipt No: _____
<b>Operations</b>	<b>New Letter of Offer Created and Signed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Operations</b>	<b>Prisms CoE Updated and Sent to Student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Operations</b>	<b>Tracking Spreadsheet/Learning Portal Updated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Admin</b>	<b>Axcelerate/Attendance Sheets Updated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Finance</b>	<b>Invoice Updated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No