



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:	<i>(TACIS Officer's Signature)</i>		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:			