

# International Student Change of Course Application

This form should be completed if you are currently enrolled at Sunraysia Institute of TAFE as an International Student and you wish to change from one course to another course within Sunraysia Institute of TAFE. A new electronic Confirmation of Enrolment will be issued to you once your course change has been approved and actioned.

**\* Note: A non refundable administration fee of A\$250 will apply when changing courses, which must be paid before a new Confirmation of Enrolment (eCoE) can be issued.**

The Institute is required to inform the Department of Home Affairs (DHA) via PRISMS of any changes to your enrolment through the cancellation of your existing eCoE, and the issuing of a new CoE for your new course.

STUDENT DETAILS			
Name:		Student ID:	
Address:			
Email:		Phone:	
Current course name:			
New course name:			
Reason:			
<b>DECLARATION</b>			
I accept that the course fee for the new course may differ from the current course where transferring from a more expensive course to a less expensive one, no refund of the difference is payable.			
I accept that the new course may have changes to the course structure and timetable. This request is subject to the relevant Business Manager and SuniTAFE International Students Unit approvals. I will be notified in writing as to whether it has been approved or rejected.			
If approved, a new International Student Offer and Acceptance Agreement will be issued, and on my acceptance of the offer, a new eCoE will be issued.			
Signature		Date:	

**Please return this form to the International Students Unit  
Office Use – International Students Unit**

Receipt no: _____ Variation to CoE Processed by: _____ Date: __/__/__
New CoE no. _____
Date on which the two relevant course contacts were informed of this change: __/__/__
Course contact (current course) _____
Course contact (new course) _____

**Warning – Uncontrolled when printed. The current version of this document is kept on the Portal.**

**DO NOT POPULATE FOOTER – THIS WILL BE DONE AUTOMATICALLY**