

# Variation of Course Form



Use this form to make variation to your current enrolment including change in your current course of study or to request a new COE. ALL SECTIONS MUST BE COMPLETED.

A Student Details	
Student ID:	
First Name:	
Family Name:	
Date of Birth:	
Telephone:	Mobile:
Email:	
Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note: If you hold a student visa you must complete the program enrolled in within the expected duration to meet visa requirements. Changes to your enrolment may affect your visa. DIBP will be notified of any changes to your enrolment.	
B Current Course Details	
Course Name:	
Commencement Date:	
C Change Course To:	
<input type="checkbox"/> 22250VIC Certificate I in EAL (Access) (CRICOS 083327A)	<input type="checkbox"/> BSB51915 Diploma of Leadership and Management (CRICOS 087998G)
<input type="checkbox"/> 22251VIC Certificate II in EAL (Access) (CRICOS 083328M)	<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management (CRICOS 087999F)
<input type="checkbox"/> 22255VIC Certificate III in EAL (Further Study) (CRICOS 083329K)	<input type="checkbox"/> BSB80215 Graduate Diploma of Strategic Leadership (CRICOS 093528J)
<input type="checkbox"/> 22258VIC Certificate IV in EAL (Further Study) (CRICOS 083330F)	<input type="checkbox"/> AUR30616 Certificate III in Light Vehicle Mechanical Technology (CRICOS 091625B)
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication (CRICOS 092621J)	<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis (CRICOS 091671G)
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication (CRICOS 092622G)	<input type="checkbox"/> AUR50116 Diploma of Automotive Management (CRICOS 091692B)
<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication (CRICOS 092623G)	<input type="checkbox"/> AUR50216 Diploma of Automotive Technology (CRICOS 092624F)
<input type="checkbox"/> BSB40215 Certificate IV in Business (CRICOS 086975M)	
Commencement date:	End date:
D Reason for change	
E Student Declaration	
<ul style="list-style-type: none"> <li>I declare to the best of my ability that the information entered on this form is true and correct.</li> <li>I understand that change in course may result in change in my tuition fee and course duration.</li> <li>I agree to abide by the conditions of student agreement, applicable CAC code of conduct, policies and procedures of the CAC, including any variations the CAC may make from time to time.</li> </ul>	
Student Signature:	Date:

**OFFICE USE ONLY**Has requested variation been discussed with student?  Yes  No

Student contacted by:

Date contacted:

Signature:

Date

Variation of course :  Approved  Not Approved

Approved by:

Authorised Signature

Date

**ADMINISTRATION TO COMPLETE:** Student RTO Manager Updated PRISMS Updated Student Agreement Updated New COE Issued