

Variation of Course/Intake Form



Use this form to make variation to your current enrolment including change in your current course/intake 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:	
Mobile:	
Email:	
<p>Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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. Department of Home Affairs (DoHA) will be notified of any changes to your enrolment.</p>	
B Current Course Details	
Course Name:	
Commencement Date:	
Intake date:	
Change intake date to:	
C Change Course To	
<input type="checkbox"/> 096453K General English Level I (GE1)	<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management
<input type="checkbox"/> 096454J General English Level II (GE2)	<input type="checkbox"/> BSB80215 Graduate Diploma of Strategic Leadership
<input type="checkbox"/> 096455G English for Academic Purpose I (EAP1)	<input type="checkbox"/> BSB80515 Graduate Certificate in Management (Learning)
<input type="checkbox"/> 096456G English for Academic Purpose II (EAP2)	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication	<input type="checkbox"/> AUR30616 Certificate III in Light Vehicle Mechanical Technology
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication	<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis
<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication	<input type="checkbox"/> AUR50116 Diploma of Automotive Management
<input type="checkbox"/> BSB40215 Certificate IV in Business	<input type="checkbox"/> AUR50216 Diploma of Automotive Technology
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	<input type="checkbox"/> CHC33015 Certificate III in Individual Support (Ageing and Home & Community Care)
<input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design	<input type="checkbox"/> CHC52015 Diploma of Community Services (Case Management)
Commencement date:	End date:

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D	Reason for change
E	Student Declaration
<ul style="list-style-type: none"> • I declare to the best of my ability that the information entered on this form is true and correct. • I understand that change in course/intake may results in change in my tuition fee and course duration. • 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. 	
Student Signature:	Date:

OFFICE USE ONLY	
Has the requested variation been discussed with the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Variation of course/intake:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Approved by:	
Authorised Signature:	Date:
ADMINISTRATION TO COMPLETE:	
<input type="checkbox"/> Student Management System updated	<input type="checkbox"/> PRISMS Updated
<input type="checkbox"/> Student Agreement updated	<input type="checkbox"/> New COE Issued
Admin Signature:	Date: