## M.S Aviation Pty Ltd T/A Australian School of Commerce RTO NO. 41089 | CRICOS NO.: 03489A

Melbourne Campus: Level 4, 123-129 Lonsdale Street Melbourne, Victoria 3000 Australia Hobart Campus: Level 4, 18 Elizabeth Street, Hobart Tasmania 7000 Australia

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ABN: 80 614 287 179

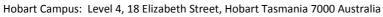


## **COE Change Form**

Student's Personal Details							
Full Name:							
Student ID:		USI No:					
Course Code & Name:							
Address:							
Post Code:							
Phone no:							
Email ID:							
Request for Variation of CoE: (Please tick the following)							
Course <b>Start Date</b> on							
Current CoE							
Course <b>End Date</b> on Current CoE							
Course requested							
start date							
Reasons for Variation:							
☐ Medical Grounds	☐ Compelling/compassionate	Reasons	□ Trai	nsferred to another course			
☐ Work Commitments	☐ Financial Circumstances ☐ Visa Cancellation						
☐ Change of location/Campus change			☐ Intake change				
☐ Others; Please specify							
Please mention the reas	on in detail:						
Documents attached:							
☐ Medical Certificate	☐ Travel Documents	□ Mails		☐ Supporting certificates			
☐ Others; please specif	Ŷ						
Students Declaration:							
I understand that variation of CoE may result in extension of my course duration and an extended CoE. I also understand that this variation may affect my student's visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa.							
□ I have been advised of all the relevant consequences of the outcome of my request.							
$\hfill \square$ I have been advised of all the relevant information in relation to the request made on this form.							
□ I am aware of my right to appeal.							

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**Student Signature:** 



Office use only:							
A	Name						
Authorised person approval	Signature		Date:				
Decision of Request	☐ Granted		□ Not Granted				
Decision granted/not	Name:						
granted by:	Signature:		Date:				
VETtrak updated	Yes		No				
PRISMS updated	Yes		No				
Student Notified (Student has been notified of the decision)	Yes		No				
Course Adjustment (If required):							
Comments (If any)							

Date:

Version no: 10.1