

ECOE CHANGE FORM

Student's Personal Details			
Full Name:			
Student ID:		Date of Birth:	
Course Code & Name:			
Address:		Post Code:	
Phone no:			
Email ID:			

Select required Course and Intake for variation.				
Tick	Course Code and Description	Course Duration in Weeks (including holiday breaks)	Current Intake	New Intake
☐	SIT30821 Certificate III in Commercial Cookery {109845E}	56		
☐	SIT40521 Certificate IV in Kitchen Management {109503E}	92		
☐	SIT50422 Diploma of Hospitality Management {111704M}	64		
☐	BSB40920 Certificate IV in Project Management Practice {107346G}	30		
☐	BSB50820 Diploma of Project Management {107347F}	52		
☐	BSB50120 Diploma of Business {108692C}	52		
☐	BSB60120 Advanced Diploma of Business {108693B}	52		
☐	BSB60720 Advanced Diploma of Program Management {107348E}	52		
☐	BSB80120 Graduate Diploma of Management (Learning) {107349D}	52		

Reasons for Variation:		
☐ Medical Grounds	☐ Compelling/compassionate Reasons	☐ Transferred to another course
☐ Work Commitments	☐ Financial Circumstances	☐ Visa Cancellation
☐ Change of location/Campus change	☐ Staff/Admin Error	
☐ Early Finish	☐ Intake change	
☐ Others; Please specify:		

Please mention the reason in detail:

Documents attached:

☐ Medical Certificate ☐ Travel Documents ☐ Mails ☐ Supporting certificates

☐ Others; Please specify:

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 visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. I am aware that a change in my CoE may also result in the change of my fees.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
- ☐ 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.
- ☐ I understand that if my request is approved, Australian School of Commerce will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.

Student Signature:

Date:

OFFICE USE ONLY (All sections to be completed by a delegated officer)

Authorised Person Approval:	Name:			
	Signature:		Date:	
Decision of Request:	☐ Granted ☐ Not Granted			
Student Management System updated including PRISMS:	☐ Yes ☐ No			
Did the ECoE changes reflect student fees: <i>(If yes, student needs to sign up a new student agreement)</i>	☐ Yes ☐ No			
Student Notified:	☐ Yes ☐ No			
New ECoE Number:				
Course Adjustment (If required):				
Comments (If any):				