



General Information (Please read the information below before completing the form)

1. If you were granted a student visa after 1st July 2016 you must maintain an enrolment in a registered course that is in the same level as, or at a higher level than, the registered course for which you were granted a visa, as per condition 8202 on your student visa. It is recommended that you review current information on the Department of Home Affairs website (<https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>) before completing this form as changes to your enrolment may affect your visa.
2. Continuing students who wish to change courses must submit their application form at least 1 week prior to the next unit commencing. New students must submit their application form 4 weeks prior to the semester in which they commence.
3. The application form must be submitted either at the reception directly or email it to Student Services (sso@mcbt.vic.edu.au).
4. The College will notify DHA of the change of your enrolment at Melbourne College of Business & Technology, and this may affect the validity of your student visa.
5. You must continue to attend your classes until you are notified of the outcome of your request and failure to attend class will result in being marked absent and affect your course progress.
6. You will be issued with a new Letter of Offer and a new Written Agreement for the changes and until the signed Written Agreement is received by the admissions.
 - the process of the request will not be finalised.
 - new Coe will not be issued which could lead to my student visa at risk.
7. You will be advised in writing within 14 Business days of the outcome of your Request for Change of Enrolment.

Personal details			
Student First Name		Student Last Name	
Date of Birth		Phone Number	
Email Address		Student ID	
Please enter the details of the course you wish to change to			
Your current course			
Start Date		End Date	
Reason for Change of Course			
<input type="checkbox"/> Change of Course (Please enter below the details of the course you wish to enrol)			
Course Name and Code	1.		
	2.		
	3.		
Intake month			
Last study Date in previous course (Office only)			
<input type="checkbox"/> CoE Extension			
New Expected Course End Date ____ / ____ / ____			
Reason for changing Coe end date (please tick and provide supporting evidence):			
<input type="checkbox"/> Repeating failed units (if you are at risk of unsatisfactory progress, please attach evidence of an approved study plan)			
<input type="checkbox"/> Serious illness or injury (attach medical certificate)			
<input type="checkbox"/> Shorten CoE duration following Recognition of Prior Learning (RPL)			
<input type="checkbox"/> Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)			
<input type="checkbox"/> Reduced study load/overload changes course duration			
<input type="checkbox"/> Other (please specify): _____			



DECLARATION BY STUDENT

I declare that I have read the information on the top of this form and the information I have provided is true and correct. I confirm I understand that I will remain liable for all fees if I change my course. I will be informed of the outcome of this request including the reason/s for the decision in writing and in 14 Business days I have the right of appeal, in accordance with Melbourne College of Business & Technology Complaints and Appeals Policy. I also have the further right of appeal under Australia’s Consumer Laws.

Student Signature:

Date:

PRIVACY STATEMENT:

The information collected on this form is purely for the purpose of assessing your request for a Change of Enrolment. Melbourne College of Business & Technology collects, uses and destroys information in accordance with the College’s Privacy Policy.

This section is for office use only.

Received by(Name):		Date	
FEE Clearance	All Dues paid <input type="checkbox"/> Yes <input type="checkbox"/> No, (pending amount \$.....)		
Finance Officer Sign:		Date:	
Academic Officer	<input type="checkbox"/> <i>Academic file has all the assessments</i> <input type="checkbox"/> <i>Have the results for all the assessments</i> <input type="checkbox"/> <i>All results accurately recorded in the WISENET</i> <input type="checkbox"/> <i>Credit Transfer Units Checked on WISENET & file</i> <input type="checkbox"/> <i>Statement of Attainment can be issued.</i>		
Sign:		Date:	
Request Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR
Signature:		Date	
Admission Officer (Offer Letter Issued)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR
Signature:		Date	
Updated on the PRISMS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NR
Signature:		Date	
Student Notified	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NR
Admin Officer (All the variation documents has been filled)	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> NR
Sign:		Date:	