



# Change of Course Request Form

## SECTION 1 – Personal details

Student number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Family Name: \_\_\_\_\_  
Given Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 2 – Please list all courses you are seeking to change.

Current Course  
COURSE 1 Code: \_\_\_\_\_  
Name: \_\_\_\_\_

Proposed Course  
COURSE 1 Code: \_\_\_\_\_  
Name: \_\_\_\_\_

Current Course  
COURSE 2 Code: \_\_\_\_\_  
Name: \_\_\_\_\_

Proposed Course  
COURSE 2 Code: \_\_\_\_\_  
Name: \_\_\_\_\_

Current Course  
COURSE 3 Code: \_\_\_\_\_  
Name: \_\_\_\_\_

Proposed Course  
COURSE 3 Code: \_\_\_\_\_  
Name: \_\_\_\_\_

## SECTION 3 – Reason for change (please tick )

- Academic difficulties
- Financial Reasons
- Dissatisfaction with program
- English Language difficulties
- Personal Reasons
- Family reasons
- Program not what expected
- Travelling overseas
- Tuition fees too high
- Visa not granted
- Work commitments
- Change to another visa subclass
- Other

If Other has been chosen as a reason for change of course please give more detail here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent Name: \_\_\_\_\_



**Gold Coast Learning Centre**  
www.goldcoaststudy.com  
Levels 1-2, 18-22 Orchid Avenue  
Surfers Paradise QLD 4217  
Phone: +61 (0) 7 5531 6788  
Fax: +61 (0) 7 5538 9188  
Email: info@goldcoaststudy.com  
ABN: 51 448 401 177  
CRICOS code **03268C** RTO code: **32285**

**SECTION 4 – Change effect date (please tick  )**

Provide the date you would like the change of course to take effect from:

\_\_\_\_\_

- My current enrolment\*  
 A future enrolment\*\*

**SECTION 5 – student declaration (please tick  )**

I declare that by signing this form I understand that:

- I will have my current, and any future electronic Confirmation of Enrolments (CoE) at Gold Coast Learning Centre changed to meet the new course(s).
- I have met the prerequisites for the course(s) I am seeking to change to.
- On receipt of this form Gold Coast Learning Centre will withdraw me from the courses I have listed in this form.
- Tuition fee may be different and I may have to pay extra fees.
- My attendance is satisfactory
- My new course fits in with my VISA dates.
- I understand Change of CoE (Confirmation of Enrolment) incurs a fee of \$50 on top of any outstanding fees.
- I understand Change of Course incurs a fee of \$50 on top of any outstanding fees.
- I understand that if it is required to make any changes to my change of course request form after I have submitted the form an administration fee of \$50.00 will apply.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\* Changing your current enrolment will mean your change effect date will be effective as of the date this form has been processed.  
\*\* If neither of the options above are selected the effective date of change will be the date this form has been processed.

**OFFICE USE ONLY – this section is to be signed by a Curriculum Compliance officer when the CoE has been changed.**

\_\_\_\_\_  
Compliance Officer (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY – this section is to be signed by an Enrollments officer when the course has been changed.**

\_\_\_\_\_  
Enrollments Officer (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Change of Course Request Information

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### Refunds

If you believe you are entitled to a refund you can download the Fees Refund Form at:

<https://www.goldcoaststudy.com/gclc-refund-policy>

When you have completed the form it can be emailed to:  
info@goldcoaststudy.com

Please note, refunds take up to four weeks to be processed.

### Cancellation or Termination initiated by the Student

A student who wishes to discontinue their studies is free to do so, but there is no obligation on the part of the college to reinstate any student who has withdrawn. A student who has withdrawn may reapply at a later date, subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.

Students wishing to cancel their enrolment prior **to completing 6 months of study in their principal course** must provide a *Letter of Offer* from an alternative provider. This is required under Standard 7 of the National Code and further information can be gained from the *'Transfer of Students between Providers' Policy*.

All application documentation for the cancellation will be kept in the student's file and DIAC shall be notified via PRISMS of the decision to cancel the enrolment as a result of the student's request.

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