



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: _____

Document Date:	2/9/2022	Document Version	2.1	Form Number: 27
Document Owner:	Chief Executive Officer	File Name/Location:	Z:\FORMS\Working Copies\Change of Course Request Form.docx	Page 1 of 3



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**

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

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 an Enrollments officer when the course has been changed.

 Enrollments Officer (print name)

 Signature

 Date

Document Date:	2/9/2022	Document Version	2.1	Form Number: 27
Document Owner:	Chief Executive Officer	File Name/Location:	Z:\FORMS\Working Copies\Change of Course Request Form.docx	Page 2 of 3



Change of Course Request Information

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.

Document Date:	2/9/2022	Document Version	2.1	Form Number: 27
Document Owner:	Chief Executive Officer	File Name/Location:	Z:\FORMS\Working Copies\Change of Course Request Form.docx	Page 3 of 3