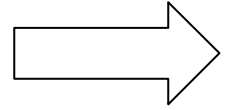


**Student Transfer (Change of Course) / Study Date Change Request (v 2)**

\*Change of class (complete section A)

\*Change of study dates (complete section B)

**Note: There may be fees payable, please turn sheet over for details.**



Date: \_\_\_\_\_ Student Number: \_\_\_\_\_

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section A:** Course you would like to be transferred to and reason:

I wish to change my course from General English to:

- IELTS
- Business English
- EAP
- Cambridge Courses – PET, FCE & CAE

I wish to change my course from ESP course to:

- General English

Reason \_\_\_\_\_  
 \_\_\_\_\_

**Section B:** Write your preferred study dates below:

Session 1: Start (Monday) \_\_\_\_\_ Finish (Friday) \_\_\_\_\_

Session 2: Start (Monday) \_\_\_\_\_ Finish (Friday) \_\_\_\_\_

Session 3: Start (Monday) \_\_\_\_\_ Finish (Friday) \_\_\_\_\_

Session 4: Start (Monday) \_\_\_\_\_ Finish (Friday) \_\_\_\_\_

**Office Use Only**

SS:	Date:	Initial:		
ED:	Date:	Initial:	Approved / Declined	
AD:	Date:	Initial:	Paid: Yes/No	Attach Receipt:
ED:	Date:	Initial:		

## Course changing fees

	Original course	New Course	Administration Fee	Departments involved in changing student information the system
1	From General English Intensive  (providing it involves no change of dates affecting the course structure – see point 9)	To <ul style="list-style-type: none"> <li>• Business English or</li> <li>• IELTS or</li> <li>• EAP or</li> <li>• Cambridge (PET, FCE or CAE)</li> </ul>	Free	1. Student Services 2. Education
2	From General English Standard  (providing it involves no change of dates affecting the course structure – see point 9)	To <ul style="list-style-type: none"> <li>• Business English or</li> <li>• IELTS or</li> <li>• EAP or</li> <li>• Cambridge (PET, FCE or CAE)</li> <li>• GE 23 Intensive</li> </ul>	Pay the course fee difference only	1. Student Services 2. Education 3. Admissions 4. Finance 3. Education
3	Day General English (Intensive or Standard) and Day IELTS. Please note: no refund or extended course weeks will be offered to students who transfer from an Intensive day course to the Evening course.	Evening Courses	free	1. Student Services 2. Education
4	Evening General English and IELTS	Day	\$50 + course fee difference	1. Student Services 2. Education 3. Admissions 4. Finance 5. Education
5	Before the course starts from: <ul style="list-style-type: none"> <li>• Business English or</li> <li>• IELTS or</li> <li>• EAP or</li> <li>• Cambridge (PET, FCE or CAE)</li> </ul>	To any other course	free	1. Student Services 2. Education
6	After the course starts from: <ul style="list-style-type: none"> <li>• Business English</li> <li>• EAP</li> <li>• Cambridge (PET, FCE or CAE)</li> </ul>	To any other course	\$100	1. Student Services 2. Education 3. Admissions 4. Finance 5. Education
7	*Sydney	Melbourne	\$50	1. Student Services 2. Education 3. Admissions 4. Finance 5. Education
8	*Melbourne	Sydney	\$50	1. Student Services 2. Education 3. Admissions 4. Finance 5. Education
9	Change of course structure once a student has commenced which includes:  Start and finish dates.  Breaks between courses.  Please note if a new COE is needed another \$50 per COE will be charged.  This will be charged regardless of what courses the student changes into.	A student will be charged \$50 per enrolment change. For example: <ul style="list-style-type: none"> <li>• Student Jose, applies for 3 course changes – they will be charged \$50</li> <li>• Student Maria, applies for 1 course change - \$50 and then comes back 2 weeks later for another change she will be charged another \$50</li> </ul>	\$50 per enrolment change (this could include 1 or more changes per request)	1. Student Services 2. Education 3. Admissions 4. Finance 5. Education
10	General English Intensive Please note: no refund or extended course weeks will be offered to students who transfer from an Intensive course to the standard General English day course	General English Standard Day	\$50	1. Student Services 2. Education 3. Admissions 4. Finance 5. Education