



Change of Course Application Form

Information for students

Please read the information below before completing the form.

General Information

1. If you were granted a student visa after 1st July 2016 you must maintain an enrolment in a registered course that is 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 to Student Services (sso@mcbt.vic.edu.au).
4. **AUD 200 processing fee** will apply for all change of course requests. The change of course will not be processed until payment is finalised.

Date:			
Personal details			
Student First Name		Student Last Name	
Date of Birth		Phone Number	
Email Address			
Please enter the details of the course you wish to change to.			
Your current course			
The course you wish to enrol in			
Please explain the reason why you wish to change your course.			
Student Signature:			
Date:			

This section is for office use only

Fee paid for course variation (AUD 200):		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Academic Reviewed	By:	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
	Comments:		Date:
<input type="checkbox"/> Student Notified	By:		Date:
<input type="checkbox"/> Student Management System Updated	By:		Date:
<input type="checkbox"/> New CoE issued	By:		Date: