

## Change of Course Request Form

<b>Relevant Standards</b> SRTO 2015: 1.2, 1.7, 5.2(e) The National Code 2018: Standard 6.3, 6.4, 8.2, 8.3, 8.16	<b>Linked Documents</b> Deferral, Suspension, Cancellation and Exclusion Policy Student Admission and Enrolment Policy & Procedure Course Progress Policy Change of Course Policy and Procedure
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Student to complete the following sections:

<b>Student ID</b>	
<b>Student Name</b>	
<b>Current Address</b>	
<b>Current Course</b>	

**NOTE:**

- 1) You must meet course entry requirements of the new course to be eligible for change of course
- 2) Your request for change of course may be declined by your course coordinator for reasons outlined in Aboard's Change of Course policy
- 3) Change of course may have implications on your student visa and you should seek appropriate advice before changing the course

<b>Requested New Course</b>	<b>Course Code and Name</b>	
<b>Reason(s) for Changing the Course</b> <i>(Please provide as much details as possible)</i>  <b>Note:</b> Attach any supporting documents with this form as applicable		
<b>Student Signature</b>		Date:

**ADMIN use only**

<b>Change of Course</b>	<input type="checkbox"/> Granted <input type="checkbox"/> Declined	
<b>Reason(s), if Declined</b>		
<b>Follow-up Action</b>		
<b>Approved by</b>		Date: