

Form checked, scanned, code (CCS1) entered by ECC staff:

Name: _____ Date: _____

Request received: By student in person

By email

CHANGE OF COURSE << or >> CHANGE of STREAM

OUTCOME/REPLY : will be emailed within 10 working days from date of receipt of a complete application

Submit your application in person or by email: justask@ecc.edu.au





Use this form for	Continuing your enrolment at ECC but wanting to change course, stream or major at ECC/ECU	
Do <u>not</u> use this form for	Changing English/ELICOS level	Please complete the "Change of English/ELICOS level" form
	Changing class, units of your current enrolment	Please complete the "Add/Swap/Withdraw Units" form
	Withdrawing from current ECC studies and returning at a later date	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	Withdrawing from studies at ECC and transferring to another education provider	Please complete the "Transfer of Provider" form
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and not returning for future studies at ECC	Please complete the "Withdrawal (all ECC courses)" form

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
I am under 18 years of age:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	

MY CURRENT ENROLMENT

ECC (college)	My <u>current</u> course:	
	My <u>current</u> stream:	
ECU (university)	My <u>current</u> course selection:	
	My <u>current</u> major selection:	

MY REQUEST		MY NEW STUDIES		
		NEW course/stream I want to change into at ECC:	Date from when I want to study the new ECC course/stream:	New ECU course/major I want to study:
<input type="checkbox"/>	Change of ECC (college) course			
<input type="checkbox"/>	Change of ECC (college) stream			
<input type="checkbox"/>	Change of ECU major ONLY		NO CHANGE	NO CHANGE
<input type="checkbox"/>	Change of ECU course ONLY (bachelor/master)		NO CHANGE	NO CHANGE



MY EVIDENCE AND ATTACHMENTS	
I must meet at least one of these conditions for my application to be considered.	
<input type="checkbox"/>	I am a current student and attached is the approval from the Academic Program Coordinator (APC) of the NEW course/stream I wish to change into.
<input type="checkbox"/>	I am a current student and I am sponsored by a government or government department/agency and attached is the approval from ECC's Manager Scholarship Relations and Marketing.
<input type="checkbox"/>	I am a NEW student and I attached supporting documentation to my request (personal statement and/or other documents).



SPECIAL CONDITIONS (only tick if they apply)	
<i>If I am requesting to change into NURSING studies, I must meet below condition:</i>	
<input type="checkbox"/>	I attach evidence that I meet the English entry requirements for Nursing studies at ECC.
<i>If I am requesting to change into ENGINEERING studies, I must meet below condition:</i>	
<input type="checkbox"/>	I attach a certified copy of my Year 12 results (or equivalent) in Advanced Mathematics (Calculus) and Physics.



MY RESPONSIBILITIES (applies to international students only)

By ticking these boxes I declare that I understand my responsibilities.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students |
| <input type="checkbox"/> | This application is subject to Genuine Temporary Entrant assessment, as the original visa was issued by the Department of Home Affairs based on the original course of study. |
| <input type="checkbox"/> | It is my responsibility to update the Department of Home Affairs (www.homeaffairs.gov.au) and check how long I can stay in Australia from my last day of study. |



MY RESPONSIBILITIES (applies to international and local students)

By ticking these boxes I declare that I understand my responsibilities.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I understand the deadline for my request for a change of course/stream to be assessed and take effect for my current enrolment is Friday of Week 1 and should this deadline have passed, my request will only be approved and take effect from the next study period. |
| <input type="checkbox"/> | If currently enrolled, I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application. |
| <input type="checkbox"/> | I understand that some or all of the units I have passed up to this time, <u>may NOT grant me an exemption (advanced standing)</u> in my new course. |
| <input type="checkbox"/> | I understand that by changing course, I carry my current Academic Standing conditions into the next course (i.e. Risk Academic, Risk Exclusion or Exclusion) and this may affect the outcome of this application. |
| <input type="checkbox"/> | Changing Course/Stream can affect my next course start date and I have discussed this with an ECC representative. |
| <input type="checkbox"/> | I understand that scholarships and bursaries I had been provided with previously may no longer apply, as a consequence of my change of course (new offer) and only the scholarships valid at the time of this application might be granted. |
| <input type="checkbox"/> | A difference in course cost may apply, and I will pay the difference if there are insufficient funds in my account. |
| <input type="checkbox"/> | I will need to pay the required amount as stated on revised Offer Letter, to be able to re-enrol in my studies at ECC. |
| <input type="checkbox"/> | Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence provided. |
| <input type="checkbox"/> | (tick if currently enrolled and change of course comes into effect this current study period): I understand my current enrolment will NOT appear on my academic records. |
| <input type="checkbox"/> | I have read the following policies (www.edithcowancollege.edu.au/policies): <ul style="list-style-type: none">• Enrolment Policy• Refunds Policy• FEE-HELP Review Procedure (students on FEE-HELP only)• Tuition Fees and Charges Policy• Statement of Tuition Assurance |



MY RIGHTS

If my request is successful, I can request an official record of my studies in my previous course, on original ECC paper.

I'm entitled to a reply/outcome within 10 working days from the date of submitting a complete application.

If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's *Student Appeals Policy* and *Student Appeals Procedure* (<https://www.edithcowancollege.edu.au/policies>).

Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- Overseas Students Ombudsman publications: www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

ECC contact details:

- ECC Student and Academic Services email: justask@ecc.edu.au
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	Date:	DD / MM / YYYY

ECC OFFICE USE ONLY

ECC Representative Declaration

I declare that all pertinent information has been checked.

Special comments for consideration:

ECC Team member name:		Date:	/ /
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Unit already completed at ECC	Approved as exemption in new enrolment
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ECC APC name:		Date:	/ /
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