EDITH COWAN COLLEGE AUSTRALIA

| Form checked, scanned, MAZE code (CCS1) entered by: SAS-MEMBER<br>Name: _____ Date: _____ | |
|---|---|
| Request received: | By student in person ☐ |
| | By email ☐ |

# CHANGE OF COURSE/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: studentservices@edithcowancollege.edu.au

| | | |
|---|---|---|
| **Use** this form for | Continuing your enrolment at ECC but wanting to change course, stream or major at ECC/ECU | |
| Do **not** 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/Withdraw Units In Current Studies" 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:** | ☐ No ☐ Yes | If yes, please attach written evidence of your parent/guardian approving this request | |

## MY CURRENT ENROLMENT

| | |
|---|---|
| My current ECC course: | |
| My current ECC stream: | |
| My current ECU course: | |
| My current ECU major: | |

| MY REQUEST | | | MY NEW STUDIES | | |
|---|---|---|---|---|---|
| | | | New ECC course/stream I want to change into: | I want to study the new ECC course/stream from (date): | New ECU course/major I want to study: |
| ☐ | Change of ECC course | ⇒ | | | |
| ☐ | Change of ECC stream | ⇒ | | | |
| ☐ | Change of ECU major ONLY | ⇒ | **NO CHANGE** | **NO CHANGE** | |
| ☐ | 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. | |
| ☐ | I am currently enrolled and I have met with the Academic Program Coordinator (APC) of the course/stream I wish to change into.<br><br>Name of APC:<br>Signature by APC, supporting my request: |
| ☐ | I am not enrolled, I have studied at ECC prior to the date of this application, I am a returning student and I have met with the Academic Program Coordinator (APC) of the course/stream I wish to change into.<br><br>Name of APC:<br>Signature by APC, supporting my request: |
| ☐ | I am not currently enrolled and I have not studied at ECC previously, attached is supporting documentation to my request (personal statement and/or other documents). |
| **If I am requesting to change into Nursing, I must meet below condition:** | |
| ☐ | I attach evidence that I meet the English entry requirements for Nursing studies at ECC. |
| **If I am requesting to change into Engineering, I must meet below condition:** | |
| ☐ | 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. | |
| ☐ | 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 |
| ☐ | 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. |
| ☐ | 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. | |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | I understand that some or all of the units I have passed up to this time, may not be applicable to the new course for advanced standing purposes. |
| ☐ | Changing Course/Stream can affect my principal/next course start date and I have discussed this with an ECC representative. |
| ☐ | A difference in course cost may apply, and I will pay the difference if there are insufficient funds in my account. |
| ☐ | 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. |
| ☐ | Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence. |
| ☐ | Academic penalties may apply dependent on the date of successfully submitting this request. |
| ☐ | I have read the following policies (www.edithcowancollege.edu.au/policies):<br>• Enrolment Policy<br>• Refunds Policy<br>• FEE-HELP Review Procedure (students on FEE-HELP only)<br>• Tuition Fees and Charges Policy<br>• Statement of Tuition Assurance |

## MY RIGHTS

If my request is successful and affects my enrolment, I have the right to receive my relevant study reports on original ECC paper and my marks and grades for the current enrolment will be processed as per this table.

| Withdrawal Summary | | | | |
|---|---|---|---|---|
| **ELICOS** | **Diploma** | **PQP** | **Enrolment Recorded** | **Grade on Transcript** |
| Before end of Week 1 | Before end of Week 4 | | No | No |
| From Monday of Week 2 | Week 5 to end of Week 10 | | Yes | W = Withdrawn |
| | From Monday of Week 11 | | Yes | N = Fail |
| Please refer to ECC's Refunds Policy for financial penalties. www.edithcowancollege.edu.au/policies | | | | |

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

If my application is unsuccessful, I'm entitled to submit an Appeal Request (Stage 2), within 20 working days from receiving my rejection notification.

# 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: studentservices@edithcowancollege.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:** | |
| | **Date:** | DD / MM / YYYY |

## ECC OFFICE USE ONLY

**ECC Representative Declaration**

I declare that all pertinent information has been provided to the student. This form and included supporting documents have been checked carefully and certified myself before being stamped, scanned and lodged.

Special comments for consideration:

| | | | |
|---|---|---|---|
| **SAS Team member signature:** | | **Date:** | / / |
| **Panel Decision:** ☐ **Approved** ☐ **Rejected** | | | |
| **Academic Director signature:** | | **Date:** | / / |

Special comments for consideration: