

Form checked, scanned, MAZE code (COE1) entered by: SAS-MEMBER
 Name: _____ Date: _____
 Request received: By student in person
 By email

CHANGE OF ENGLISH/ELICOS LEVEL

Submit your application in person or by email: studentservices@edithcowancollege.edu.au

Use this form for	Wanting to change current English/ELICOS level	
Do <u>not</u> use this form for	Withdrawing from studies at ECC and transferring to another education provider	Please complete the "Transfer of Provider" form
	Wanting to change course/stream	Please complete the "Change of Course/Stream" form
	Withdrawing from current ECC studies and returning at a later date	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms

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 REQUEST FOR A CHANGE OF ENGLISH/ELICOS LEVEL

CURRENT English/ELICOS level	Weeks	CURRENT start date	CURRENT end date	NEW English/ELICOS level	Weeks	NEW start date	NEW end date
GE0	10			GE0	10		
GE1	10			GE1	10		
GE2	10			GE2	10		
AE1	10			AE1	10		
AE2	10			AE2	10		
AE3	10			AE3	10		
AE4	10			AE4	10		
AE5	10			AE5	10		

MY REASON		MY EVIDENCE and ATTACHMENTS	
<input type="checkbox"/>	New English results	<input type="checkbox"/>	I attach IELTS, PTE or equivalent results
<input type="checkbox"/>	Other (state the reason):	<input type="checkbox"/>	I had a meeting with the ELICOS coordinator (or nominee) and they support/approve my request. Name of ELICOS representative: Signature of ELICOS representative: Date of approval/meeting:

MY RESPONSIBILITIES (only tick the boxes that apply)		
I have read the statements below and I understand what I have selected:		
<input type="checkbox"/>	My next course start date is not changing.	My next course start date is:
<input type="checkbox"/>	My next course start date will change, I understand I will receive a new Letter of Offer which I will need to accept and pay any revised fees (as per the new offer) before I receive a new CoE.	An ECC representative has assisted me and I understand my next course start date is:
<input type="checkbox"/>	I want to change my current enrolment in a 10-week English/ELICOS level	I understand the deadline for my request to be assessed and take effect for my current enrolment is Friday of Week 1 of this 10-week English/ELICOS study period and the outcome will be emailed by no later of Monday of Week 2 of this 10-week English/ELICOS study period.
<input type="checkbox"/>	I want to change my current enrolment in a 5-week English/ELICOS level	I understand the deadline for my request to be assessed and take effect for my current enrolment is Monday of Week 1 of this 5-week English/ELICOS study period. I understand the outcome will be emailed no later than Tuesday of Week 1 of this 5-week English/ELICOS study period.

MY RESPONSIBILITIES (all boxes apply)	
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"/>	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.
<input type="checkbox"/>	If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take action.
<input type="checkbox"/>	Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.

CONTINUED FROM PREVIOUS PAGE

Academic penalties may apply dependent on the date of successfully submitting this request.

I have read the following policies (www.edithcowancollege.edu.au/policies):

- Enrolment Policy
- Refunds Policy
- Tuition Fees and Charges Policy

MY RIGHTS

If successful with this request, my marks and grades for my current enrolment (old course) that I'm withdrawing from, 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:

/ /