

CHANGE OF ENGLISH LEVEL REQUEST

STUDENT TO FILL OUT "PART A" TO "PART D"

DEADLINE/OUTCOME : Submit no later than Friday of Week 1 of each 10-week English Study Period, **OUTCOME** to be emailed by Monday of Week 2 of the current English study period

DEADLINE for SPECIAL 5-WEEK COURSE: Submit no later than Monday of Week 1, **OUTCOME** to be emailed within 24hours

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

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		Other Names	
Mobile		Email	
Current course of study:	<input type="checkbox"/> English		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes ,please attach Approval Letter with Parents/Guardian' signature)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, any outstanding fees must be paid)		

PART B – REASON FOR CHANGE OF ENGLISH LEVEL (Must include supporting documentation)

<input type="checkbox"/>	New English Results (attach IELTS, TOEFL or equivalent)	Your request will need to be assessed by ECC to ensure you do meet the English entry requirement of your next course and how it affects your current English studies (levels)
<input type="checkbox"/>	Other (specify reason):	Request meeting with ELICOS coordinator and request their signature for approval of your request: ELICOS Coordinator Name: _____ ELICOS Coordinator Signature: _____ Date of approval/meeting: _____

PART C – CHANGE OF ENGLISH LEVEL - DETAILS

CURRENT English level	Weeks	Start date:	End date:	NEW English 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 next course is (please tick applicable course):

- Diploma (pass level AE3)
 PQP (pass level AE4)
 ECU Master (pass level AE5)
 ECU Bachelor (pass level AE4)

Current course start (day/month/year).....

Revised course start (day/month/year).....

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

IMPORTANT
 Please read the ECC Refund Policy, found here: www.edithcowancollege.edu.au/policies.
 I have read and I understand this policy
 Signed: _____

PART D – STUDENT DECLARATION

I understand that *(please tick all boxes)*:

<input type="checkbox"/>	I must stay and 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"/>	Changing my English course may affect my next study intake/start date and I have discussed this with an ECC representative to ensure it is in line with English/Pathway calendar.
<input type="checkbox"/>	It is my responsibility to provide any changes to my study to Department of Home Affairs www.homeaffairs.gov.au and check how long I can stay in Australia, from my last day of study (if applicable).
<input type="checkbox"/>	It is my responsibility to understand the Refund Policy and how it applies to my situation.
<input type="checkbox"/>	A difference in course cost may apply and I will pay any extra amount owing on due date.
<input type="checkbox"/>	Any refund will be dependent upon the date of lodgement of this Request.
<input type="checkbox"/>	I have read and understood the conditions of Change of English Request provided in the attached Checklist I have read and understood the following Policies at: http://www.edithcowancollege.edu.au/policies <ul style="list-style-type: none"> • Enrolment Policy (Adding and changing units; Withdrawing from a Unit) • Refund Policy • FEE-HELP Review Procedure (students on FEE-HELP only) • Tuition Fees and Charges Policy
<input type="checkbox"/>	The outcome of this Change of English request will be emailed as per the instructions indicated at the start of this form.

I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.

Student signature: Date:/...../.....

OFFICE USE ONLY

ECC REPRESENTATIVE DECLARATION
 I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

SAS Team member signature: _____ Date: _____

CHANGE OF ENGLISH LEVEL - CHECKLIST

1. Who can apply for CHANGE OF ENGLISH LEVEL?

- You must have a certified copy of new evidence of English proficiency (Academic IELTS, TOEFL, PTE, other)
- If you are under 18 years old, you need to make an appointment to see the Student Counsellor and seek support.

2. What do you need to prepare?

- Original and certified copy of new evidence of English proficiency (Academic IELTS, TOEFL, PTE, other)

3. What you need to do?

- Complete the Change of English Program form and sign.
- Demonstrate the reason as to why you request the change
- Discuss and confirm with ECC Staff, if “Change of English” request will affect the date of your next course of study and if the request is in line with English/Pathway Calendar.

4. Conditions

- You need to submit Change of English Program form by no later than **by the deadline stated at the start of this form.**
- You must keep going to classes, till you receive an email about outcome of your application.
- On receipt of Offer, you must complete, sign and return Acceptance together with evidence of payment, before COEs can be issued. If you do not accept new offer within 14 days of date of issue, this application will be cancelled.
- You need to keep the Department of Home Affairs up-to-date on any study changes
www.homeaffairs.gov.au

5. How long will it take?

- Outcome of application will be emailed to you on Monday of week 2
 - **If the dates of your next course change**, due to your Change of English request, ECC will email you a **revised Letter of Offer**.
 - You are **given 14 days** to accept your revised Letter of Offer.
 - **You have to pay the amount written on the revised Letter of Offer.**
 - **You must keep attending classes, until the new Confirmation of Enrolments are sent out.**
INTERNATIONAL STUDENTS ONLY: If there is a gap of more than 28 days between your last day of study in your current course and the start date in your new course, you are required to leave Australia (Refer to the Department of Home Affairs)
- If **unsuccessful**, you will be informed of the outcome by email explaining the reason for the rejection as well as the process to submit an appeal.

Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- ECC Complaints and Appeals Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Enrolment Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Refunds Policy - <http://www.edithcowancollege.edu.au/policies>
- Student Visa Factsheet: Changing Courses - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Course Variations - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Transfer Provider - <http://www.edithcowancollege.edu.au/documents-and-forms>
- If you do not understand this form or the respective policy, you can contact an interpreter service
Phone: 131 450
Web: www.tisnational.gov.au/Home/Help-using-TIS-National-services/Contact-TIS-National

Contact us:

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