

CHANGE OF ENGLISH REQUEST

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

DEADLINE : Submit no later than Friday of Week 1 of each 10-week English Study Period

OUTCOME/REPLY : will be emailed Monday of Week 2 of the current English Study Period (end of business day – 4.30pm)

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 – CHANGE OF ENGLISH DETAILS

CURRENT ENGLISH OFFER				NEW ENGLISH OFFER			
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):

- | | |
|---|--|
| <input type="checkbox"/> CERT IV (pass level AE2) | <input type="checkbox"/> PQP (pass level AE4) |
| <input type="checkbox"/> TAP (pass level AE2) | <input type="checkbox"/> ECU Bachelor (pass level AE4) |
| <input type="checkbox"/> DIP (pass level AE3) | <input type="checkbox"/> ECU Master (pass level AE5) |

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

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

IMPORTANT

Please refer to the Financial Penalty guidelines for English students at the end of this document.

I have read and I understand this table

Signed: _____

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

- New English Results (attach IELTS, TOEFL or equivalent)**
- Visa Refusal (attach Proof of refusal required)**
- Medical (attach Medical Certificate – cover a minimum of 2 weeks or state unable to study)**
- Family (attach Letter from family; Medical report; Death certificate; Financial evidence; etc.)**
- Others (please specify):**
- Attach any other documents providing evidence of your situation**

Further information:

PART D – STUDENT DECLARATION

I understand that (please tick):

<input type="checkbox"/>	Changing my English course may affect my next study intake/start date and I have discussed this with a 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 Immigration and Border Protection (DIBP) (www.border.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 an 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
<input type="checkbox"/>	The outcome of this Change of English request will be emailed Monday Week 2 of current Study Period (end of business day – 4.30pm)
<input type="checkbox"/>	I must continue to attend class until the outcome of this Request has been provided to me in writing

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:

PANEL – APPROVAL/REJECTION

Position	Name	Signed	Date
Academic Director			

Message to student (outcome of application):

**SCHEDULE 3: ELICOS STUDENTS ONLY
(INCLUDING ECU-PACKAGED STUDENTS)**



Reason For Refund	Cancellation Fee	Refund
Visa refusal (proof of refusal necessary) Exception: See <i>International Students on Australian Student Visas</i> section	A\$200	100% less cancellation fee
In the very unlikely event that ECC cancels the Program	All fees refunded	100%
ECC cancels a student's Enrolment due to serious breach of international student visa conditions or serious misconduct	100% of Course fees	No refund
COURSE WITHDRAWAL BEFORE COMMENCEMENT DATE – ALL ENGLISH COURSES		
More than 10 weeks	A\$200	100% less cancellation fee
More than 4 and up to 10 weeks	20% of Course fees	80% of Course fees
4 weeks or less	30% of Course fees	70% of Course fees
COURSE WITHDRAWAL AFTER COMMENCEMENT DATE (Orientation day is considered as program commencement date for refund purposes)		
General / Academic English (Students transferring between ELICOS levels are taken as being continuing students)	No refund of fees paid for next 10 weeks	0% for next 10 weeks, 100% of remaining fees refunded
Student passes an IELTS Course (or other English Test) and moves to PATHWAY or is repackaged in a higher ELICOS Course	A\$ 200	100% less cancellation fee (to be used for Tuition Fees)
Deferring Course prior to commencement date	100% of Course fees to be held in credit for up to 1 year	0%
Deferring Course after commencement date	100% of balance of fees to be held in credit for up to 1 year	0%
Students who get direct entry to Edith Cowan University before completion of Course	A\$ 500	100% less cancellation fee
Transfer to ECC Pathway Course or another ELICOS Course (if student subsequently withdraws then refer to <i>Transfer from ELICOS</i> section)	100% of balance of fees paid can be transferred to ECC Pathway Courses	100% of balance of fees paid can be transferred to ECC Pathway Courses
Late arrival	No refund	0%
Compassionate Deferral	100% of balance of fees paid to be held in credit	0%
Enrolment is cancelled due to serious misconduct by the student or the student has been suspended or excluded as a result of unsatisfactory academic progress	100% of English Course fees	0%

CHANGE OF ENGLISH - CHECKLIST

1. Who can apply for CHANGE OF ENGLISH?

- 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/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 **Friday of English Week 1**, as per Letter of Offer, for processing of decision outcome by **Monday of English Week 2**.
- 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 Department of Immigration and Border Protection (DIBP) up-to-date on any study changes (www.border.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.**
If there is a gap of more than 28 days between your current study and the new study starting date, you may have to leave Australia after 28 days (Refer to DIBP - www.border.gov.au)
- If **unsuccessful**, you will be informed of the outcome by email explaining the reason for the rejection.
- Instructions for the Complains and Appeal process, will also be provided with the rejection

Further Information is available at:

- DIBP Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.border.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/students/documents>
- Student Visa Factsheet: Course Variations - <http://www.edithcowancollege.edu.au/students/documents>
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) -
<http://www.edithcowancollege.edu.au/students/documents>
- Student Visa Factsheet: Transfer Provider - <http://www.edithcowancollege.edu.au/students/documents>