

Form checked, scanned, code (AWU1) entered by ECC staff:

Name: _____ Date: _____

Request received: By student in person

By email

CHANGE of ENROLMENT

OUTCOME/REPLY : will be emailed latest 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	Requesting a change prior to finalising your enrolment in the current study period (you are not yet enrolled)	
Do not use this form for	Adding and/or swapping and/or withdrawing units from your current enrolment	Please complete the "Add/Swap/Withdraw Units" form
	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
	Withdrawing from current ECC studies and returning at a later date	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	Changing course/stream	Please complete the "Change of Course/Stream" form
	Changing English/ELICOS level	Please complete the "Change of English/ELICOS Level" 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 REASON		MY EVIDENCE and ATTACHMENTS
<input type="checkbox"/>	I am sponsored by my government	<input type="checkbox"/> I attach an email from ECC's Manager Scholarship Relations and Marketing, approving my request
<input type="checkbox"/>	I am experiencing financial difficulties	<input type="checkbox"/> I attach evidence to indicate ECC approves this Change of Enrolment due to financial reasons. Note: applications for financial hardship or for payment plans must be made using the correct form. Email: justask@ecc.edu.au for instructions.
<input type="checkbox"/>	Other (write your reason):	<input type="checkbox"/> I attach an email from an ECC representative, approving my request; or <input type="checkbox"/> I attach my personal statement indicating the reasons for my request <input type="checkbox"/> I attach evidence supporting my request

MY ENROLMENT REQUEST

I wish to be enrolled in 1 unit

(optional: if you have a preference of units, you can fill out this section expressing your preference)

Unit 1 (code/name) : _____

I wish to be enrolled in 2 units

Unit 2 (code/name) : _____

Unit 3 (code/name) : _____

I wish to be enrolled in 3 units

I understand these units need to be reviewed by the respective Academic Program Coordinator who may approve or change them, according to course requirements.



MY RESPONSIBILITIES (applies to international and local students)

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

I understand this change of enrolment may delay my ECU start as per my Letter of Offer.

I understand that my application for reduce study load is subject to approval, and should my application not be approved I will be required to enrol into a full study load as per my offer.

(Diploma of Health Science students): I understand I must maintain a minimum enrolment of 1x ECC unit and 1x ECU Service Taught unit, to maintain correct progression in my studies.

If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, and ECC has the right to take legal action to recoup the debt owing.

I understand my APC (Academic Program Coordinator) will review which exact units I'm allowed to select.

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

- Enrolment Policy
- Refunds Policy
- FEE-HELP Review Procedure (students on FEE-HELP only)
- Tuition Fees and Charges Policy
- Statement of Tuition Assurance



MY RESPONSIBILITIES (applies to international students only)

By ticking this box I declare that I understand my responsibilities.

I understand bursaries and scholarships could be cancelled as a consequence of this change of enrolment.

I understand this change of enrolment could delay my graduation and progression to ECU. After graduating from ECC, I may remain in Australia up to two months from my last day of ECC studies. If I wish to stay longer, I must seek the Department of Home Affairs approval as soon as possible (www.homeaffairs.gov.au).



MY RIGHTS

I am 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