

CHANGE OF COURSE/STREAM REQUEST

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

DEADLINE : Submit no later than Friday of Week 2 of Trimester *(for changes to current Trimester)*

OUTCOME/REPLY : will be emailed within 10 working days from date of application

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		Other Names	
Mobile		Email	
Current course of study:	<input type="checkbox"/> English -> USE "Change of English" form <input type="checkbox"/> Pathway (Certificate IV/TAP/Diploma/PQP)		
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 a payment plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, payment plan will be terminated and any outstanding fees must be paid)		
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 COURSE/STREAM DETAILS

Change:	Course / stream	Trimester start (ECC study period)	Trimester end (ECC study period)	Last study day (day/month/year)	First study day (day/month/year)
CURRENT ECC Course/Stream:		X			X
NEW ECC Course/Stream:		X	X	X	X
ECU Course/Major:		X	X	X	X

If Changing to Diploma Nursing – Provide Academic IELTS overall score 6.5 with no below 6.0 (Cert IV = 6.0 no band below 5.5)

If changing to Engineering – Provide copy of Year 12 results in Advanced Mathematics (Calculus) and Physics

PART C – REASON FOR CHANGE OF COURSE/STREAM DETAILS (Must include supporting documentation)

<input type="checkbox"/> Medical (attach documents, example: Medical Certificate)		
<input type="checkbox"/> Family (attach documents, example: Letter from family; Medical report; Death certificate; Financial evidence; etc.)		
<input type="checkbox"/> Academic Advisor/Course Coordinator approved	Name/Signature of Academic Advisor/Course Coordinator:	Date:
<input type="checkbox"/> Other (please specify in the additional space available):		
<input type="checkbox"/> I have attached other documents providing evidence of my situation		
Further information:		

PART D – STUDENT DECLARATION

I understand that (please tick):

<input type="checkbox"/>	I must stay in my current course and class, and wait for email confirmation of my “Change of Course” request
<input type="checkbox"/>	Changing Course/Stream can affect my principal/next course start date and I have discussed this with a ECC representative.
<input type="checkbox"/>	This application is subject to Genuine Temporary Entrant assessment, as original visa was issued by DIBP based on original course.
<input type="checkbox"/>	I must continue to attend class until the outcome of this Request has been provided to me in writing.
<input type="checkbox"/>	It is my responsibility to update any changes 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.
<input type="checkbox"/>	All outstanding fees must be paid before this application can be considered.
<input type="checkbox"/>	My Payment Plan will be terminated and all accrued fees will need to be paid.
<input type="checkbox"/>	A difference in course cost may apply, and I will pay the difference if there are insufficient funds in the account.
<input type="checkbox"/>	Any refund will be dependent upon the date of lodgement of this Request.
<input type="checkbox"/>	Academic Penalties may apply dependant on the date of lodgement of this Request.
<input type="checkbox"/>	I have read and understood the conditions of Changing Course/Stream provided in the attached Factsheet.
<input type="checkbox"/>	I have read and understood the following Policies: www.edithcowancollege.edu.au/policies <input type="checkbox"/> Enrolment Policy (Adding and changing units; Withdrawing from a Unit) <input type="checkbox"/> Refund Policy <input type="checkbox"/> Fee-Help Review Procedure
<input type="checkbox"/>	The outcome of this Change Course/Stream request will be emailed within 10 working days from receipt of your application.
<input type="checkbox"/>	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. <i>*Processing fee not applicable to Middle Eastern sponsored students, if application is approved by sponsor OR students wishing to change their ECU Course.</i> 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):

CHANGE OF COURSE/STREAM FACTSHEET

1. Who can apply for change of COURSE/STREAM program?

- You must have no outstanding fees
- You must have a certified copy of new evidence of English proficiency (Academic IELTS, TOEFL, PTE, other – if applicable eg. Nursing)
- If you are under 18, you need to book an appointment to see the Student Counsellor to seek support.

2. What do you need to prepare?

- **Evidence and Supporting Documents for your CHANGE OF COURSE/STREAM REQUEST.**
 - Medical Certificate
 - Letter from family
 - Approval from Academic Advisor/Course Coordinator
- Original/Certified copy of new evidence of English proficiency (Academic IELTS, TOEFL, PTE, other).

3. What you need to do?

- Complete and sign the CHANGE OF COURSE/STREAM REQUEST form.
- Pay any outstanding fees.
- Demonstrate valid reasons as to why you request the change and provide any supporting documentation.
- Discuss and confirm with ECC Staff, if “CHANGE OF COURSE/STREAM” request will affect your transition date for your next course of study (refer to current ECC Academic Calendar), and what other options (if any) are available.
- Inform DIBP if CHANGE OF COURSE/STREAM approved and provide any documentation required such as new COE.

4. Conditions

- You need to submit CHANGE OF COURSE/STREAM REQUEST form **by no later than Friday WEEK 2** of Trimester, for changes affecting the current study period (trimester).
- You must keep going to classes, till you receive an email informing you of the 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 within 10 working days from receipt of your application:
- If **successful**, ECC will email you the **new Letter of Offer**.
 - You are **given 14 days** to accept your Offer.
 - **You must pay the amount written on the new Letter of Offer.**
 - **You must keep attending your current course and 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)*

- 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/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>