

Change of Course Request Form

Relevant Standards SRTO 2015: 1.2, 1.7, 5.2(e) The National Code 2018: Standard 6.3, 6.4, 8.2, 8.3, 8.16	Linked Documents Deferral, Suspension, Cancellation and Exclusion Policy Student Admission and Enrolment Policy & Procedure Course Progress Policy Change of Course Policy and Procedure
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Student to complete the following sections:

Student ID	
Student Name	
Current Address	
Current Course	

NOTE:

- 1) You must meet course entry requirements of the new course to be eligible for change of course
- 2) Your request for change of course may be declined by your course coordinator for reasons outlined in ITI's Change of Course policy
- 3) Change of course may have implications on your student visa and you should seek appropriate advice before changing the course

Requested New Course	Course Code and Name	
Reason(s) for Changing the Course <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form as applicable		
Student Signature		Date:

ADMIN use only

Change of Course	<input type="checkbox"/> Granted <input type="checkbox"/> Declined
Reason(s), if Declined	
Follow-up Action	
Approved by	Date: