

# Application to Change Course/Location FM 117 A - International Student

**PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS**

Please refer to the procedure International Student Change of Course or Location Procedure <http://tafeqld.edu.au/current-students/student-policies/international.html>. Location Changes must be submitted a minimum of 2 weeks prior to commencement of the studies. An Administration fee of \$250 is payable upon submission of your application. A Change of Course fee of \$250 will be payable on approval and acceptance of Letter of Offer.

Prior to submitting your application please consult with Department of Home Affairs - Immigration if:

- a. you intend on changing your course to a lower level AQF course e.g. Diploma to a Certificate;
- b. your intended new course has a different duration.

Changes to your initial study plan may result in you needing to extend your Overseas Health Cover. It is a visa requirement that students must obtain OSHC for the proposed duration of their student visa. Extending your OSHC is your responsibility. Please contact your OSHC provider for any changes.

## 1. Application Details

**Student Number**

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**Date of birth**

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**Surname**

**Given name/s**

**Mobile**

**Email**

**Address** (in Australia)

**City / Suburb**

**State**

**Country**

**Postcode**

**Are you a sponsored student?**

No

Yes

**If Yes,**

Home Government

SACM

Other

**If 'Other' please specify**

**Reason for requesting to change course/location**

## 2. Course/s as per your CURRENT study plan

No.	Course name	Start date e.g. Jan 2018	Campus Location
1			
2			
3			
4			

**Current University study plan** (if relevant) **Start date**

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**End date**

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**University Name:**

**Current Course:**

### 3. New Program Selection

No.	Course name	Campus Location	Start date (e.g. Jan 2018)
1			
2			
3			
4			

### Declarations

#### Part 1 - Declaration by Applicant

I certify that the information provided on this Application form is accurate and complete. I authorise TAFE Queensland to obtain other details relating to my academic record as necessary.

Name

Signature  Date

#### Part 2 - Declaration by Parent or Guardian (if the student is under 18 years of age)

I certify I am the legal parent or guardian of the applicant. I am in support of and agree to the proposed changes to the individual's study plan.

Name  Relationship to Student

Signature  Date

**Please Note:** This Application form must be completed and returned to TAFE Queensland International.

### Privacy Statement

TAFE Queensland is collecting your personal information in accordance with the Information Privacy Act 2009 and TAFE Queensland Act 2013 to manage your enrolment and administration.

- Students are aware that their personal information may be shared between TAFE Queensland and the Australian Government and designated authorities as per the Education Services for Overseas Students Act 2000 and The National Code 2018. This information includes, but is not limited to, personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of student visa conditions.
- Students agree that TAFE Queensland will use the email address supplied by the student as a point of contact for any information TAFE Queensland deems necessary.
- Students agree that TAFE Queensland will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
- Students agree that TAFE Queensland will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
- Student's personal information will not be disclosed to any other third party

### Office Use Only

Approved?  No  Yes

Reasons for non approval:

TAFE Queensland International Student Administration Officer or Delegated Officer name:

Position

Date

Signature