

ELICOS Student Study Plan Change Application Form



PLEASE COMPLETE THIS FORM IN FULL

This form is to be used when an ELICOS International student has commenced their enrolment in an ELICOS course and is requesting or is being requested to change the ELICOS study plan. The ELICOS study plan changes to be included in this form are:

- Adding a new ELICOS course;
- Changing current ELICOS course;
- Extending current ELICOS course;

On approval of a change to your ELICOS study plan, you may be required to:

- Extend your Overseas Student Health Cover, as it is a requirement that you maintain OSHC for the full duration of your student visa. Extending your OSHC is your responsibility. Please contact your OSHC provider for any changes.
- Make contact with the Department of Home Affairs to seek advice on the potential impact on your student visa.

Further Information:

- Make a payment of the Change of ELICOS Study Plan fee as per Student Fee Schedule (if applicable).
- The request for an ELICOS Study Plan change will only be processed in extenuating circumstances where the applicable international student has received a Notice of Intent to Report (due to Non-Attendance or Non-Progression), or a Notice of Intent to Cancel or Suspend which is yet to be finalised.

Section 1. Applicant Personal Details

First Name			Last Name		
Student Identification Number			Mobile		
Email Address				Under 18? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Address (In Australia)	Street				
	Suburb		Postcode		

Section 2. Proposed ELICOS Study Plan changes (please ensure to include all ELICOS and future Vocational Education and Training or Higher Education courses impacted)

Current study plan (do not include courses finished, if no change required)

Course Name	Start & End dates or intake	Campus	Qty of materials issued

New student plan (do not include courses finished, if no change required)

Course Name	Start & End dates or intake	Campus	Qty of materials required

Has the student previously been approved a suspension of studies that occurs during the new study plan?

☐ No

☐ Yes – Suspension Start Date_____ and Suspension End Date_____

Justification for this change:

☐ Student initiated request (Course change fee applies)

☐ Entry not met (Academic Progression Plan must be attached)

☐ Student adding additional English for entry to formal studies

☐ Student is not progressing in line with their current plan (Academic Progression Plan must be attached)

☐ Student has accelerated on their current plan

Section 3. Applicant Declaration and Authorisation

- I agree that TAFE Queensland will use the email address I have supplied as a point of contact for any information TAFE Queensland deems necessary.
- I agree that TAFE Queensland will include my Education Agent in any relevant correspondence relating to this change unless otherwise advised.
- I agree that TAFE Queensland will access Visa Entitlement Verification Online (VEVO) services to confirm my eligibility to study in Australia or to advise entitlement to work in Australia whilst being enrolled at TAFE Queensland.
- 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.
- I understand that changes approved under this plan may result in additional costs relating to material or tuition fees.
- I agree that once I receive a new Letter of Offer, I have the capacity to meet the financial obligations relating to the new study plan.
- I understand the study plan change is not in effect until all conditions on my Letter of Offer have been met.
- I understand if I do not accept and meet the conditions of my new Letter of Offer by the due date, my enrolment may be cancelled if entry has not been met to a course under my current study plan.

Students Signature:

Date signed:

If applicant under the age of 18:

Parent/guardian's name:

Parent/guardian's signature:

Date Signed:

Section 4. Privacy Statement

TAFE Queensland is collecting your personal information on this form to manage your enrolment.

Your information will 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. Information pertaining to your enrolment (excluding academic records), attendance and account details will be disclosed to your education agent.

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Office at privacy@tafeqld.edu.au

Section 5. ELICOS Student Engagement Officer (Endorsement)

Endorsing ELICOS Student Engagement Officer Name:

Signature:

Date signed:

Section 6. Senior Academic ELICOS Manager (Approval)

Approving Senior Academic ELICOS Manager Name:

Signature:

Date Signed