

### SECTION 1: STUDENT DETAILS

First Name/s:

Student ID:

Date of Birth (DD/MM/YYYY):     /     /

Passport Details: Country:

Passport No.:

Course Enrolled:

Intake Date:

### SECTION 2: CONTACT DETAILS IN AUSTRALIA

Address:

Email Address:

Phone No.:

### SECTION 3: CHANGE OF COURSE DETAILS:

Course:                      I want to change to course:

### SECTION 4: REASON FOR CHANGING COURSE:

### SECTION 5: STUDENT DECLARATION:

I hereby declare that all the information and documents provided are true and genuine, and I understand that there may be relevant visa issues due to the change of course. I understand there will be no more timetable change in the future.

Documents attached (list all the documents you attach, ie copy of passport):

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |

Student's Signature:

Date:                      /                      /

### OFFICE USE ONLY

Received by:

(ACTB Officer's  
Signature):

Date:        /        /

Approved by Admission Officer?    Yes    No

Reason:

Was the student notified of the outcome by letter or e-mail?    Yes    No

Were the documents filed in the student's personal file?    Yes    No

Recorded request on the student management database?    Yes    No

Signature of  
student's officer:

Date:        /        /

Comments:

**Disclaimer:** This request may affect your student visa. You should contact the Department of Home Affairs to check any visa implications before proceeding.

**Note:** If you disagree with a decision, you may lodge an appeal under ACTB's Complaints and Appeals policy. We aim to finalize investigations within 60 days.