

STUDENT DETAILS

First Name/s:

Student ID:

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

Reason for request:

Course Name at ACTB:

Current Start Date: / /

Current End Date: / /

New Intake Star Date / /

Student's Signature:

Date of Request: / /

OFFICE USE ONLY

What evidence is provided?

Is the Change of Intake Approved? Yes No

Approved By:

Approved Date: / /

Change of Intake Refused Email Sent to Student? Yes No

Refused By:

Refused Date: / /

For CoE and Academic Records:

CoE(s) have been revised? Yes No

New CoE Number:

Processing Staff
Signature:

Portal Updated Date / /

Is the outcome communicated to the student via email with the new CoE? Yes No

Date of Communication: / /

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

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