

International Unit Use Only

Received By:

Date:



## REQUEST FOR CHANGE OF COURSE / EXIT WITH A LOWER QUALIFICATION

(Continuing International Students)

This form is to be completed by current students who wish to change their course and request a new COE to be issued or exit and withdraw from a course with a lower qualification.

After completing Section A students must liaise with their Program Area to have Section B completed (if exiting with lower qualification). Once Sections A and B are completed, please return the form, together with your supporting documents, to TAFE SA International Unit ([tafesa.international@tafesa.edu.au](mailto:tafesa.international@tafesa.edu.au)).

Supporting documents may include acknowledgement from the program area that course requirements have been met for a lower qualification, medical evidence, etc.

**Administration fee:** a **A\$240** fee for the requests to change a course. This form will not be processed without payment which can be made via myTAFE (please attach copy of receipt to this form). There is no fee to exit with a lower qualification.

I am applying for:  Change of course  Exit with lower qualification

### Section A: Personal details

Full name:			
TAFE SA ID Number:			Date of Birth:
Address:	Suburb:	State:	Postcode:
Email:			
Telephone:	Home:	Mobile:	
Current Course Name:			
New Course Preference:			
Semester/Year:			Campus:
I am a sponsored student:	<input type="checkbox"/> Yes, you must attach approval document from your sponsor to support this extension		<input type="checkbox"/> No

### REASON FOR CHANGE OF COURSE (Please attach any supporting documents)

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Student Signature:	Date:
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**Section B: Program Area Use**

Course requirements for \_\_\_\_\_ has/has not been met.  
 (please state course)

Last day of study was \_\_\_\_\_

**PROGRAM AREAS COMMENTS / RECOMMENDATIONS (if required)**


Name:	Signature:	Date:
Position:		

**Section C: International Unit Use**
**INTERNATIONAL UNIT COMMENTS / RECOMMENDATIONS**


Date:

International Student Consultant or Nominee

Processed by:	Date processed:
<input type="checkbox"/> Payment received (change of course only) <input type="checkbox"/> New Letter of Offer issued (change of course only) <input type="checkbox"/> Student Course Variation (PRISMS) <input type="checkbox"/> COE issued and emailed to the student	<input type="checkbox"/> SIS Updated <input type="checkbox"/> Studylink Updated <input type="checkbox"/> Program Area notified (if after semester commencement)