

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).

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:

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)