



# CHOICE BUSINESS COLLEGE

## COURSE CHANGE FORM

Student ID \_\_\_\_\_ Title \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile number \_\_\_\_\_

Email \_\_\_\_\_

Current / Enrolled course of study  
\_\_\_\_\_

New Course Request  
\_\_\_\_\_

Reason for your request  
\_\_\_\_\_

How would you like to receive your new Letter of Offer and Confirmation of Enrolment (CoE)?

- Collect original documents at College                       Receive copies of documents via e-mail

**Declaration:**

I accept that the course fee for the new course may differ from the current course where transferring from a more expensive course to a less expensive one, no refund of the difference is payable. I accept that the new course may have changes to the course structure and timetable. If approved, a new International Student Offer and Acceptance Agreement will be issued, and on my acceptance of the offer, a new CoE will be issued.

Student signature: ..... Date: (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please send completed form to [admin@cbc.edu.au](mailto:admin@cbc.edu.au) or submit to the college reception.*

OFFICE USE ONLY

DATE REQUEST RECEIVED \_\_\_\_\_

REQUEST APPROVED

REQUEST DENIED

RTO manager updated     COE updated in PRISMS

Comments : \_\_\_\_\_

OFFICER AND DATE \_\_\_\_\_

**Choice Business College Pty Ltd t/a Choice Business College**

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National Provider Code: 41297 | CRICOS Provider Number: 03444C

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