



Note: Any change to your enrolment may have implications on your student visa and you are strongly advised to refer to the Department of Home Affairs (DHA) website at: https://www.homeaffairs.gov.au/Trav/Stud/More/Changing-courses or phone: 131 881

A non-refundable fee of \$50 per CoE change must be paid on lodgement of this form

Student ID _____ Title _____
First Name _____ Last Name _____
Date of birth _____ Mobile number _____
Email _____

Current / Enrolled course of study

New Course

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 agree to pay \$50 fee per CoE change. I am aware that changes to my enrolment may affect my student visa and that I should seek advice from DHA. 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 / Written 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 or submit to the college reception.

OFFICE USE ONLY
DATE REQUEST RECEIVED _____
RTO manager updated COE updated in PRISMS
REQUEST APPROVED REQUEST DENIED
Comments : _____
OFFICER AND DATE: _____