

Student ID: _____	Title: _____
First Name: _____	Last name: _____
Date of Birth: _____	Mobile: _____
Email: _____	

GENERAL INFORMATION FOR STUDENTS:

1. The form must be duly completed with all supporting documents (if applicable). Incomplete form will not be considered. The completed form must be submitted to the Student Administration.
2. Change of Course/Confirmation of Enrolment (CoE) will be permitted once unless there are extenuating circumstances.
3. Students who have completed units of competencies under the old course may or may not be able to get credits for those units into the new course. This will be assessed on the case by case basis.
4. Depending on the number of units granted as credit transfer, the duration of the CoE may vary from the CRICOS approved duration of the course.
5. A new CoE will only be issued once the change of course/CoE is approved.
6. For further information on all charges and refunds, please refer to the ***Refund Policy and Procedure.***

<i>Please tick the course/s or CoE/s you intend to change</i>	
	ICT60220 Advanced Diploma of Information Technology
	BSB50120 Diploma of Business
	BSB60120 Advanced Diploma of Business
	BSB50420 Diploma of Leadership and Management
	BSB60420 Advanced Diploma of Leadership and Management
	BSB80120 Graduate Diploma of Management (Learning)
	CHC30121 Certificate III in Early Childhood Education and Care
	CHC50121 Diploma of Early Childhood Education and Care

<i>Please tick your preferred option to change the course/s or CoE/s</i>	
	ICT60220 Advanced Diploma of Information Technology
	BSB50120 Diploma of Business
	BSB60120 Advanced Diploma of Business
	BSB50420 Diploma of Leadership and Management
	BSB60420 Advanced Diploma of Leadership and Management
	BSB80120 Graduate Diploma of Management (Learning)
	CHC30121 Certificate III in Early Childhood Education and Care
	CHC50121 Diploma of Early Childhood Education and Care

Your preferred start date/Intake (Month and Year): _____

(Please note: This is to identify your preferred option only. However, MILCOM Institute does not guarantee the confirmation of your preference until COE is issued.)

<i>Please state the reason of change (attach supporting documents/evidences wherever required)</i>

Student Declaration:

I declare that the information provided in this form is true and correct. I also declare that I am aware that any changes to my enrolment may affect my student visa status and that I should seek advice from Department of Home Affairs (DHA). I also accept that the course fee for the new course/CoE may differ from the current course. I also accept that no refund of difference is payable when transferring from more expensive course to a less expensive one. I accept that the new course may have changes to the course structure and timetable. If approved, a new Letter of Offer and new Enrolment Acceptance Agreement is issued, and on my acceptance of the offer, a new CoE will be issued.

Student Name: _____

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY	
<i>Received by:</i>	<i>Received date:</i>
<i>Credit Transfers: (Please list the codes of units of Competencies)</i>	
<i>Admissions Update:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Request Approved/Denied <input type="checkbox"/> Student Notified <input type="checkbox"/> Letter of Offer and Enrolment Acceptance Agreement Issued <input type="checkbox"/> CoE Issued <input type="checkbox"/> CoE Number/s: _____ <input type="checkbox"/> Student Management System Updated <input type="checkbox"/> Student Admin File Updated <input type="checkbox"/> Academic Department Notified <input type="checkbox"/> Other Comments: _____ _____ _____	
<i>Officer/Manager Name:</i>	
<i>Officer/Manager Signature:</i>	
<i>Date:</i>	