

**Student Details**

Student Number

Given Name (s)  Family Name

Email Address

Country  Please print legibly as this is where the outcome of your request will be sent

Mobile Number

Visa Type  Student  Working Holiday  Tourist  Other

**Current Course**

Course Name  Level (if applicable)  Teacher's Name

Session  Day  Evening Campus (\$10)  Sydney  Melbourne

Change Request  Course  Timetable  Start Date  Other (please specify)

NEW COURSE ONE	NEW COURSE ONE	NEW COURSE ONE	NEW COURSE ONE
<input type="checkbox"/> English for Vocational Courses	<input type="checkbox"/> English for Vocational Courses	<input type="checkbox"/> English for Vocational Courses	<input type="checkbox"/> English for Vocational Courses
<input type="checkbox"/> Cambridge KET	<input type="checkbox"/> Cambridge KET	<input type="checkbox"/> Cambridge KET	<input type="checkbox"/> Cambridge KET
<input type="checkbox"/> Cambridge PET	<input type="checkbox"/> Cambridge PET	<input type="checkbox"/> Cambridge PET	<input type="checkbox"/> Cambridge PET
<input type="checkbox"/> Cambridge FCE	<input type="checkbox"/> Cambridge FCE	<input type="checkbox"/> Cambridge FCE	<input type="checkbox"/> Cambridge FCE
<input type="checkbox"/> Cambridge FCE On-Demand	<input type="checkbox"/> Cambridge FCE On-Demand	<input type="checkbox"/> Cambridge FCE On-Demand	<input type="checkbox"/> Cambridge FCE On-Demand
<input type="checkbox"/> Cambridge CAE	<input type="checkbox"/> Cambridge CAE	<input type="checkbox"/> Cambridge CAE	<input type="checkbox"/> Cambridge CAE
<input type="checkbox"/> Cambridge CPE	<input type="checkbox"/> Cambridge CPE	<input type="checkbox"/> Cambridge CPE	<input type="checkbox"/> Cambridge CPE
<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> English for Academic Purposes
<input type="checkbox"/> English for Business	<input type="checkbox"/> English for Business	<input type="checkbox"/> English for Business	<input type="checkbox"/> English for Business
<input type="checkbox"/> General English	<input type="checkbox"/> General English	<input type="checkbox"/> General English	<input type="checkbox"/> General English
<input type="checkbox"/> IELTS Preparation	<input type="checkbox"/> IELTS Preparation	<input type="checkbox"/> IELTS Preparation	<input type="checkbox"/> IELTS Preparation
<input type="checkbox"/> English+ Creative Technology	<input type="checkbox"/> English+ Creative Technology	<input type="checkbox"/> English+ Creative Technology	<input type="checkbox"/> English+ Creative Technology
<input type="checkbox"/> Pronunciation in Context	<input type="checkbox"/> Pronunciation in Context	<input type="checkbox"/> Pronunciation in Context	<input type="checkbox"/> Pronunciation in Context
Preferred Start Date <input type="text"/>	Preferred Start Date <input type="text"/>	Preferred Start Date <input type="text"/>	Preferred Start Date <input type="text"/>
Duration Weeks	Duration Weeks	Duration Weeks	Duration Weeks
<input type="checkbox"/> Day <input type="checkbox"/> Evening	<input type="checkbox"/> Day <input type="checkbox"/> Evening	<input type="checkbox"/> Day <input type="checkbox"/> Evening	<input type="checkbox"/> Day <input type="checkbox"/> Evening
<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne
Second Start Date <input type="text"/>	Second Start Date <input type="text"/>	Second Start Date <input type="text"/>	Second Start Date <input type="text"/>
Duration Weeks	Duration Weeks	Duration Weeks	Duration Weeks
<input type="checkbox"/> Day <input type="checkbox"/> Evening	<input type="checkbox"/> Day <input type="checkbox"/> Evening	<input type="checkbox"/> Day <input type="checkbox"/> Evening	<input type="checkbox"/> Day <input type="checkbox"/> Evening
<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne
<b>HOLIDAYS</b>	<b>HOLIDAYS</b>	<b>HOLIDAYS</b>	<b>HOLIDAYS</b>
Start Date	Start Date	Start Date	Start Date
Duration	Duration	Duration	Duration

**Reason for request**

Provide reason for request (attach any documents to support your request)

**DECLARATION/SIGNATURE - I understand and agree that**

- Change to enrollment request should be submitted at least 10 days prior to course commencement date.
- Any payment incurred should be finalised within 3 days from receiving the approval of request confirmation.
- Failure to finalise the payment will result in my request being cancelled.
- Changes to my enrolment may affect the status and validity of my visa. I should contact Department of Home Affairs for further information.
- Requests for changes to fixed entry courses (all courses excluding General English and IELTS Preparation) are at the discretion of Greenwich English College. Cancellation fees may apply in accordance with the terms and conditions of enrolment.
- Applications to change out of closed courses (all courses excluding General English and IELTS Preparation) before the end date of the course are not accepted.
- The outcome of my request along with any balance of fees will be advised to me by email within 2 working days (if you have not heard from us within 2 working days, please contact the college). Any fees due must be paid within 2 working days or my request will be cancelled.
- All request are subject to availability at time of approval and will be at the discretion of Greenwich English College.

Student Signature

Date / /

Accepted By

Date / /

**Form must be completed in full. Incomplete forms will not be processed**