

**Student Details**

Student Number

Given Name (s)

Family Name

Email Address

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

Country  Mobile Number

Visa Type ☐ Student ☐ Other  Please specify

**Current Course**

**Change request** ☐ Course ☐ Timetable ☐ Campus

**Course name**

**Current Campus** ☐ Sydney ☐ North Sydney ☐ Melbourne

**Change Campus to** ☐ Sydney ☐ North Sydney ☐ Melbourne

**I want to change to:**

- |   |   |
|---|---|
| <input type="checkbox"/> Certificate IV in Business                                   | <input type="checkbox"/> Diploma of Business                    |
| <input type="checkbox"/> Certificate IV in Leadership and Management                  | <input type="checkbox"/> Diploma of Leadership and Management   |
| <input type="checkbox"/> Certificate IV in Project Management Practice                | <input type="checkbox"/> Diploma of Marketing and Communication |
| <input type="checkbox"/> Certificate IV in Marketing and Communication (Social Media) | <input type="checkbox"/> Advanced Diploma of Program Management |

**Starting Term** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

**Reason for request**

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

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

- Request must be submitted within 7 working days of the course start date
- All requests are subject to availability at time of approval and will be at the discretion of Greenwich Management College
- Changes to my enrolment may affect the status and validity of my visa. I should contact DIBP for further information

Student Signature

Date / /

Accepted By

Date / /

**Office use only**

Received on  Date  /  /

By

Approve

Reject

Reason

Signature

Date  /  /

**E-mail Sent**

☐ Yes

PRISMS updated

☐ Yes

☐ Not applicable

STARS updated

☐ Yes

☐ Not Applicable

☐

☐

Signature

Date

 /  / 


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

Your success starts at Greenwich | [greenwichcollege.edu.au](http://greenwichcollege.edu.au) | [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

**Greenwich Management College Pty Ltd** ABN 31 114 584 940 CRICOS Provider Code 02672K RTO 91153

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**North Sydney Campus:** Level 2, 118 Walker Street, North Sydney NSW 2060, Australia | t +61 2 8355 3838

**Melbourne Campus:** Level 8, 120 Spencer Street, Melbourne VIC 3000, Australia | t +61 3 8609 0000

