

**FORM MUST BE COMPLETED IN FULL — INCOMPLETE FORMS WILL NOT BE PROCESSED**



**STUDENT DETAILS**

Student Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Given Name(s): \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
(Please print email legibly as this is where the outcome of your request will be sent)  
 Country: \_\_\_\_\_ Visa type:  Student  Working Holiday  Tourist  Other

**CURRENT COURSE**

Course Name: \_\_\_\_\_ Level (if applicable): \_\_\_\_\_ Teacher's Name: \_\_\_\_\_  
 Session:  Day  Evening Campus:  Sydney  Melbourne

**CHANGE REQUEST**

Course  Timetable  Start Date  Campus (\$10)  Other (please specify): \_\_\_\_\_

NEW COURSE ONE	NEW COURSE TWO	NEW COURSE THREE	NEW COURSE FOUR
General English	General English	General English	General English
Pronunciation in Context	Pronunciation in Context	Pronunciation in Context	Pronunciation in Context
IELTS Preparation	IELTS Preparation	IELTS Preparation	IELTS Preparation
Cambridge KET	Cambridge KET	Cambridge KET	Cambridge KET
Cambridge PET	Cambridge PET	Cambridge PET	Cambridge PET
Cambridge FCE	Cambridge FCE	Cambridge FCE	Cambridge FCE
Cambridge FCE On-Demand	Cambridge FCE On-Demand	Cambridge FCE On-Demand	Cambridge FCE On-Demand
Cambridge CAE	Cambridge CAE	Cambridge CAE	Cambridge CAE
Cambridge CPE	Cambridge CPE	Cambridge CPE	Cambridge CPE
English+ Creative Technology	English+ Creative Technology	English+ Creative Technology	English+ Creative Technology
English for Business	English for Business	English for Business	English for Business
English for Vocational Studies	English for Vocational Studies	English for Vocational Studies	English for Vocational Studies
English for Academic Purposes	English for Academic Purposes	English for Academic Purposes	English for Academic Purposes
Preferred Start Date: _____	Preferred Start Date: _____	Preferred Start Date: _____	Preferred Start Date: _____
Duration: _____ Weeks	Duration: _____ Weeks	Duration: _____ Weeks	Duration: _____ Weeks
Day _____ Evening _____	Day _____ Evening _____	Day _____ Evening _____	Day _____ Evening _____
Sydney _____ <input type="checkbox"/> Melbourne	Sydney _____ <input type="checkbox"/> Melbourne	Sydney _____ <input type="checkbox"/> Melbourne	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 bellow and attach any document to support your request**

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

- Change to enrolment 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:**  
*[for electronic acknowledgment]:*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Received by:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

Approved  Reject  Pending:  Waiting List  Placement test needed **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  Typed  Updated  Emailed  Processed **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_