

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


**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**

Course Name:

Current Timetable:

Day

Evening

Full Day

Current Campus:

Sydney Pitt St.

Sydney Mary St.

North Sydney

Melbourne

**CHANGE REQUEST (SUBJECT TO AVAILABILITY):**

Course	Timetable			Campus	Start Date	
	Day	Evening	Full Day			
<b>CHANGE COURSE TO:</b>						
Cert. II in Business		Cert. IV in Project Mgmt. Practice				
Cert. III in Business		Diploma of Project Management.				
Cert. IV in Business		Adv. Diploma of Program Mgmt.				
Diploma of Business		Cert. IV in Marketing and Comm.				
Cert. IV in Leadership and Management		Diploma of Marketing and Comm.				
Diploma of Leadership and Management		Diploma of Event Management				
Adv. Diploma of Leadership and Management						
<b>STARTING TERM:</b>	1	2	3	4	5	6
	<b>TERM</b>	<b>WEEKS</b>	<b>START DATE</b>	<b>END DATE</b>		
	TERM 1	6 WEEKS	20/01/2020	01/03/2020		
	TERM 2	6 WEEKS	16/03/2020	26/04/2020		
	TERM 3	6 WEEKS	11/05/2020	21/06/2020		
	TERM 4	6 WEEKS	06/07/2020	16/08/2020		
	TERM 5	6 WEEKS	31/08/2020	11/10/2020		
	TERM 6	6 WEEKS	26/10/2020	06/12/2020		
<b>CHANGE CAMPUS TO:</b>	Sydney Pitt St.	Sydney Mary St.	North Sydney	Melbourne (\$10 charge)		

**REASON FOR REQUEST**

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

**DECLARATION**

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 Department of Home Affairs for further information
- \$10 fee apply to Greenwich English College to Greenwich Management College changes and Greenwich Management College variations.

Student Signature:

[for electronic acknowledgment]:

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

Received by:

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

**OFFICE USE ONLY**
 Approved  Reject

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

 Email Sent Updated on:  PRISMS  STARTS

 Typed  Updated  Emailed

Signature:

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

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

Comments:

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