

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 ☐ Start Date

Course name

Current Campus ☐ Sydney ☐ North Sydney ☐ Melbourne

Change Campus to ☐ Sydney ☐ North Sydney ☐ Melbourne (\$10 charge)

I want to change to (subject to availability):
Timetable ☐ Day ☐ Eve ☐ Full Day

- ☐ Certificate II + III in Business
- ☐ Certificate IV in Business
- ☐ Certificate IV in Leadership and Management
- ☐ Certificate IV in Project Management
- ☐ Certificate IV in Marketing and Communication

- ☐ Diploma of Business
- ☐ Diploma of Leadership and Management
- ☐ Diploma of Project Management
- ☐ Diploma of Event Management
- ☐ Diploma of Marketing and Communication
- ☐ Advanced Diploma of Leadership and Management
- ☐ 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

1. Request must be submitted within 7 working days of the course start date
2. All requests are subject to availability at time of approval and will be at the discretion of Greenwich Management College
3. Changes to my enrolment may affect the status and validity of my visa. I should contact Department of Home Affairs for further information
4. \$10 fee apply to Greenwich English College to Greenwich Management College changes and Greenwich Management College variations.

Student Signature

Date / /

Accepted By

Date / /

Office use only

Received on Date / /

By

Approve ☐ Signature

Reject ☐

Reason

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

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