



E-CoE CHANGE FORM

(Please use this form to request for change of intake/course/extension to E-CoE)

Student Personal Details:	
Student Full Name	
Student ID	
Current Course Code and Name (Please tick)	<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery <input type="checkbox"/> SIT50416 Diploma of Hospitality Management <input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management <input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management <input type="checkbox"/> SIT50422 Diploma of Hospitality Management
Address	
Mobile No	
Email ID	
Reason for change of Course	
Details of course/s which you are wishing to take:	
Current Course Code and Name (Please tick)	<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management <input type="checkbox"/> SIT50422 Diploma of Hospitality Management
Preferred Intake month/year:	
Student Declaration:	
<input checked="" type="checkbox"/> I understand that an administration fee is involved of \$250 if I am granted permission to change my course of study.	
<input checked="" type="checkbox"/> I understand that my visa may be affected by this application so I should contact Department of Home Affairs on 131881 to discuss any implications.	
<input checked="" type="checkbox"/> I agree to pay any additional fees that may apply to my new course.	



Student Signature: _____ **Date:** _____

Office use Only:			
Finance department approval		Date	
CoE Change Approved		Date	
CoE Change Approved by		Position	
Reason of Decision			