

# Change Request Form

## For students who have not commenced study International Student Program in Victorian Government Schools

Complete this form to apply for a change to a student's enrolment and return to the Department of Education (DE), International Education Division (IED) admissions case officer.

Department of Education  
International Education Division  
Level 28, 80 Collins Street  
Melbourne VIC 3001 Australia

Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)  
Web: [www.study.vic.gov.au](http://www.study.vic.gov.au)



### About this form

#### Completing this form:

- This form should be used to request a change to a student's study plan, host school or welfare arrangement after a Letter of Offer has been issued but before the student has commenced at school.
- This form must be completed and signed by a parent/legal guardian or an accredited agent acting on the family's behalf.
- All supporting documents and/or additional required forms should be provided to the admissions case officer along with this form.
- Once you have completed this form, we advise that you keep a copy for your records.

#### Important information:

- Change requests submitted less than two weeks prior to the commencement of school holidays are not able to be processed for the following term. Where a change is required within this time frame, the student should consider deferring their course commencement to a later intake to allow sufficient time to process the request.
- Once the requested change is actioned by DE (IED), the previous Letter of Offer and/or CoE are no longer valid.
- The enrolment amendment fee is payable at the time of applying for a change of Government School or a change to welfare provision once the student is first enrolled but before commencement, as specified in Ministerial Order 819. Payment of the enrolment amendment fee does not constitute the approval of the change request.
- Students who will be under the age of 15 at the time of course commencement cannot request a change to welfare option 3 or 4 and must live with either a parent/legal guardian or DHA approved relative. Further information regarding accommodation and welfare options can be found at [study.vic.gov.au](http://study.vic.gov.au).
- Requests to defer a student's commencement date after a subclass 500 school sector student visa has been granted will only be considered where evidence of compassionate or compelling circumstances has been provided. Deferring commencement of a student's enrolment after the visa has been granted may affect the student's visa and it is highly recommended that you contact the [Department of Home Affairs](http://www.homeaffairs.gov.au) (DHA) to seek advice on visa implications. If a deferral is not approved and the student does not attend school this may affect the student's attendance. DE (IED) reports students to DHA within 14 days if they do not commence their course on the date specified in their CoE (and DE (IED) has not approved a deferral).

### Section A - Student Details

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Student ID:

**Change requested** (tick applicable options):

**Section B - Requested Change/s and Applicable Fees**

	Confirmation of Enrolment/ Placement (CoE/P) <b>HAS NOT</b> been issued	Confirmation of Enrolment/ Placement (CoE/P) <b>HAS</b> been issued
Change of Study Plan ( <i>Course Dates / Year Level</i> )	<input type="checkbox"/> No fee	<input type="checkbox"/> No fee
Change of School Preference	<input type="checkbox"/> No fee	<input type="checkbox"/> \$302 non-refundable enrolment amendment fee
Change of Accommodation and Welfare	<input type="checkbox"/> No fee	<input type="checkbox"/> \$302 non-refundable enrolment amendment fee

Agent/ Parent name: \_\_\_\_\_

Agent/ Parent signature: \_\_\_\_\_

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

**Section C - Details of Requested Change/s**

**Please tick applicable options and complete corresponding sections**

**Change of study plan (course dates/year level)**

Current study plan

English Language Course (please tick)

- ELC not required
- Private ELC
- Government ELC: Term \_\_\_\_ Year 202 \_\_\_\_

Mainstream course commencement

Term \_\_\_\_ Year 202 \_\_\_\_

Mainstream Year Level: \_\_\_\_\_

Proposed study plan

English Language Course (please tick)

- ELC not required
- Private ELC
- Government ELC: Term \_\_\_\_ Year 202 \_\_\_\_

Mainstream course commencement

Term \_\_\_\_ Year 202 \_\_\_\_

Mainstream Year Level: \_\_\_\_\_

\*If student is attending a private ELC, please provide a copy of the updated CoE along with this form

Reason for change request: \_\_\_\_\_

**NOTE:** Standard and Study Abroad students who are requesting a deferral of enrolment after a student visa has been granted must provide evidence of compassionate or compelling circumstances with this form (e.g. medical certificate)

## Change of school preference

Current host school: \_\_\_\_\_

New host school preference 1: \_\_\_\_\_

New host school preference 2: \_\_\_\_\_

Reason for change request: \_\_\_\_\_

## Change of accommodation and welfare (for Standard and Study Abroad students only)

### Please tick the welfare option the student wishes to change to

Students under the age of 15 at the time of course commencement must choose option 1 or 2

**Option 1: Parent or Legal Guardian**

**Option 2: DHA Approved Relative**

Please provide evidence of relationship and visa/citizenship documentation for the relative along with this form

**Option 3: Parent-nominated Homestay**

Accommodation placement [fee](#) will be charged

Please complete and return a [Parent-Nominated Homestay form](#) along with this form

**Option 4: School-arranged Homestay**

Accommodation placement and arrival support [fees](#) will be charged

Reason for change request: \_\_\_\_\_

Please complete if you have selected Option 1, 2 or 3:

Name of welfare provider: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Authorised

Linda Vaughan  
Executive Director, International Education Division

**Date of authorisation:** 22/1/2024. **Date of review:** 22/1/2024

**Review frequency:** This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulatory change.