

Change Request Form

For students who have NOT commenced study

To apply for a change to a student's enrolment, please complete this form and return it to the Department of Education and Training, International Education Division (DET (IED)) case officer.

Department of Education and Training
International Education Division
GPO Box 4367
Melbourne VIC 3001 Australia

Tel: +61 3 7022 1000
Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Web: www.study.vic.gov.au



Please use the tables below to tick which changes you are requesting, and to identify whether a fee is payable.

A Confirmation of Enrolment (CoE) has not been issued to the student:

	Tick requested changes	Enrolment Amendment Fee
Change of Course Date / Study Plan / Year Level	<input type="checkbox"/>	Not applicable
Change of School Preference	<input type="checkbox"/>	Not applicable
Change of Accommodation and Welfare	<input type="checkbox"/>	Not applicable

A Confirmation of Enrolment (CoE) has been issued to the student:

	Tick requested changes	Enrolment Amendment Fee
Change of Course Date / Study Plan / Year Level	<input type="checkbox"/>	Not applicable
Change of School Preference	<input type="checkbox"/>	\$282 and non-refundable
Change of Accommodation and Welfare	<input type="checkbox"/>	\$282 and non-refundable

Please note:

- If the student has had a CoE issued and is requesting to defer their commencement date, this request will only be approved in compassionate or compelling circumstances. Deferring commencement of a student's enrolment may affect the student's visa. It is highly recommended that you contact the Department of Home Affairs (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. DET (IED) reports students to DHA within 14 days if they do not commence their course on the date specified in their CoE (and DET (IED) has not approved a deferral).
- Once this Change Request Form is actioned/approved by DET (IED) the previous Letter of Offer or the COE is no longer valid.
- Payment of the Enrolment Amendment Fee does not constitute the approval of the change request.
- We will contact you within 2 weeks regarding the outcome of this change request.

If you are an agent, please ensure you explain the fees to the family and only request a change if they understand and agree to continue with the change request under these conditions

Student ID:

Student Name: _____

Parent/Agent Name: _____ Date: ____ / ____ / ____

Parent/Agent signature: _____

Please turn over and complete page 2 of this form.

Change requested (tick applicable options):

Change of course dates / study plan / year level

I will be attending a private English Language School Yes No (complete below)

I have met the English language proficiency requirement Yes (Please attach evidence)

Proposed commencement date at **Victorian Government English Language Centre**:

Year: 202___ Start term: Term 1 Term 2 Term 3 Term 4

Proposed commencement date at **Host school**:

Year: 202___ Start term: Term 1 Term 2 Term 3 Term 4

Mainstream Year level of enrolment (e.g. Year 10): _____

For students who have been issued with a Confirmation of Enrolment (CoE) and are requesting a deferral of enrolment, provide evidence of compassionate or compelling circumstances:

Not applicable Reason provided and evidence attached (e.g. a medical certificate or issues with visa processing)

Change of school preference

Reason for a Change of School: _____

Name of Host school (1): _____ Name of Host school (2): _____

Change of accommodation and welfare

Which option listed below does the student wish to change to?

- Option 1: Parent or Legal Guardian**
A legal guardian in relation to a child refers to having the right to daily care and control of the child and the right to make decisions for that child. This option must be selected if the student is under 13 years of age at time of enrolment.
- Option 2: DHA Approved Relative**
The parent nominates a Department of Home Affairs approved relative to provide accommodation, welfare and arrival support. This option must be selected if the student is under 13 years of age at time of enrolment.
- Option 3: Parent-Nominated Homestay**
The parent nominates a person over 21 years of age as a third party to provide accommodation and arrival support, and the Department of Education and Training (DET) as the welfare provider. Student must be over 13 years of age. Accommodation placement fee will be charged.
- Option 4: Homestay Accommodation**
The Department of Education and Training (DET) to arrange accommodation, welfare and arrival support. Student must be over 13 years of age. Accommodation placement and Arrival Support fees will be charged.

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

Name of *Parent or Legal Guardian/ DHA Approved Relative/ Nominated Homestay*: _____

Relationship to student: _____ Phone: _____

Email: _____ Address: _____

DET (IED) acknowledgement

- I acknowledge this change request. For deferral requests, I approve this request for deferral.

Name: _____ Date: ___ / ___ / ___

Authorised

Joel Backwell
Executive Director, International Education Division

Date of authorisation: 29/11/2019

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.