



ECOE CHANGE FORM

STUDENT'S PERSONAL DETAILS			
Full Name:			
Student ID:		Date of Birth:	
Address:			
Phone No:			
Email ID:			

Select required Course and Intake for variation.

TICK	COURSE CODE	QUALIFICATION	CRICOS COURSE CODE	COURSE DURATION	CURRENT INTAKE	NEW INTAKE
☐	CPC31020	Certificate III in Solid Plastering	116816G	56		
☐	CPC50220	Diploma of Building and Construction (Building)	116757B	56		
☐	BSB50420	Diploma of Leadership and Management	110522C	52		
☐	BSB60420	Advanced Diploma of Leadership and Management	110523B	78		
☐	BSB80120	Graduate Diploma of Management (Learning)	110524A	78		
☐	ICT60220	Advanced Diploma of Information Technology	113847B	94		
☐	RII50520	Diploma of Civil Construction Design	118056D	56		
☐	RII60520	Advanced Diploma of Civil Construction Design	113846C	56		

Reasons for Variation:

- | | | |
|---|---|---|
| ☐ Medical Grounds | ☐ Compelling/compassionate Reasons | ☐ Transferred to another course |
| ☐ Work Commitments | ☐ Financial Circumstances | ☐ Visa Cancellation |
| ☐ Early Finish | ☐ Intake change | ☐ Change of location/Campus change |
| ☐ Staff/Admin error | | |
| ☐ Others; Please specify (Please mention the reason in detail) | | |



Documents attached:

- ☐ Medical Certificate ☐ Travel Documents ☐ Mails
☐ Supporting certificates ☐ Others; please specify

STUDENTS DECLARATION:

I understand that variation of CoE may result in extension of my course duration and an extended CoE. I also understand that this variation may affect my student visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. I am aware that a change in my COE may also result in a change in my fees.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
☐ I have been advised of all the relevant information in relation to the request made on this form.
☐ I am aware of my right to appeal.
☐ I understand that if my request is approved, GI will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.

Student Signature:

Date:

OFFICE USE ONLY: (All sections to be completed by a delegated officer)

Authorised person approval	Name:			
	Signature:		Date:	
Decision of Request	☐ Granted ☐ Not Granted			
Student Management System updated including PRISMS	Yes		No	
Did the ECoE changes reflect student fees: <i>(If yes, student needs to sign up a new student agreement)</i>	Yes		No	
Student notified	Yes		No	
New ECoE Number:				



Course Adjustment (If required):

Comments (If any):