Course or Campus Change Request Form (International Education)

Please be advised that course or campus changes cannot be processed during the current semester. If your request is approved, your enrolment will be updated starting from the next semester's commencement date. If you were granted a student visa, you must maintain enrolment in a CRICOS registered course that is either at the same level or higher than the one for which your visa was granted, in accordance with condition 8202 of your student visa.

Before submitting this form, we recommend reviewing the latest information on the Department of Home Affairs' website (homeaffairs.gov.au) as adjustments to your enrolment may impact your visa status. This is your responsibility as an international student.

## Section 1 – Student Details

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| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

## Section 2 – Current Course or Campus Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |
| **End Date:** |
| **Reason for requesting to change course/ or campus:** |

## Section 3 – Requested New Course or Campus Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |

## Section 4 – Reason for Change Request

**Please explain the reason you wish to change your course or campus.**

**Give full explanation of compassionate/compelling circumstances below (please attach supporting evidence).**

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## Section 5 – Student Declaration

TasTAFE is gathering your details on this form in compliance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to facilitate your transfer between registered providers. Your personal information will not be shared with any third party without your consent, except where authorized or mandated by law.

* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

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| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

## Section 6 – Education Manager Approval

The Education Manager and delivery team have reviewed the international student’s request. TasTAFE can commit teaching resources to support the international student to a successful completion as outlined in the expected course completion date.

* I understand that the TasTAFE International team will review and provide an outcome of this application based on compliance to the ESOS legislative framework.

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| **Approved Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Education Manager (or delegate) Name:** |
| **Education Manager (or delegate) Signature:** |
| **Date (DD/MM/YYYY):** |

## Section 7 – Office Use Only

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| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TasTAFE Manager International Business Development** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |
|  |

Record Number: DOC/24/153658