



Request for Change of Course

Please read and follow the instructions:

1. Complete your personal details read the notes and sign this form.
2. Get approval from the Course Coordinator.
3. \$150 Course Variation Fee in addition to any course price difference should be paid to Accounts Department (Non-Refundable).
4. Return this form to the Admin desk after all above completed or email nina@cibt.edu.au.

Please see the Administration Manager if you have any questions or need advice on what document/s you may require.

Student Surname: (Family Name)		Given Name:		Student ID:
Current Course:		Terminating Date of Current Course:		
Requested Course:		Starting Date of Requested Course:		

PLEASE NOTE: Changing your course may affect your academic progress. You may fall behind your schedule and will not be able to complete your course within the period allocated for it. CIBT will NOT be responsible for any shortcomings in your academic progress caused by your decision to change your course.

Student Signature: _____ Date: _____

Course Coordinator/ Operations Manager:
Approved: <input type="checkbox"/> Yes, Signature _____ <input type="checkbox"/> No, Signature _____
Admissions:
Approved: <input type="checkbox"/> Yes, Signature _____ <input type="checkbox"/> No, Signature _____

Office Use ONLY		
Payment (if applicable)	Database Update	Any Comment
Comment: Amount Paid: \$ _____ Date: _____	<input type="checkbox"/> Yes By: _____ Date: _____	

PRIVACY

Student's Information may be provided to Department of Education, DIBP and other State and Territory Government Agencies in relation to administering the ESOS Act and the Migration Act