

ECOE Change Form

Student's Personal Details			
Full Name:			
Student ID:		USI No:	
Course Code & Name:			
Address:			
Post Code:			
Phone no:			
Email ID:			
Request for Variation of CoE: (Please tick the following)			
Course Start Date on Current CoE			
Course End Date on Current CoE			
Course requested start date			
Reasons for Variation:			
<input type="checkbox"/> Medical Grounds <input type="checkbox"/> Compelling/compassionate Reasons <input type="checkbox"/> Transferred to another course <input type="checkbox"/> Work Commitments <input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Visa Cancellation <input type="checkbox"/> Change of location/Campus change <input type="checkbox"/> Intake change <input type="checkbox"/> Others; Please specify Please mention the reason in detail: <hr style="border: 1px solid black; margin: 5px 0;"/> <hr style="border: 1px solid black; margin: 5px 0;"/>			
Documents attached:			
<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Documents <input type="checkbox"/> Mails <input type="checkbox"/> Supporting certificates <input type="checkbox"/> 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's visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. <input type="checkbox"/> I have been advised of all the relevant consequences of the outcome of my request. <input type="checkbox"/> I have been advised of all the relevant information in relation to the request made on this form. <input type="checkbox"/> I am aware of my right to appeal.			



Student Signature:	Date:
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Office use only:				
Authorised person approval	Name			
	Signature		Date:	
Decision of Request	<input type="checkbox"/> Granted		<input type="checkbox"/> Not Granted	
Decision granted/not granted by:	Name:			
	Signature:		Date:	
VETtrak updated	Yes		No	
PRISMS updated	Yes		No	
Student Notified (Student has been notified of the decision)	Yes		No	
Course Adjustment (If required):				
Comments (If any)				