

## APPLICATION TO CHANGE QUALIFICATION

|   |
|---|
| STUDENT NAME:   |
| STUDENT NUMBER:   |
| CURRENT QUALIFICATION - Inc. all future qualification(s): |
| NEW QUALIFICATION:  |
| CAMPUS:   |
| PHONE NUMBER:   |
| EMAIL:  |

### INSTRUCTIONS

According to the ESOS National Code D, there are certain conditions to be satisfied before a change of course can be granted. For more information, visit <https://www.border.gov.au/Trav/Stud/More/Changing-courses>

**Completed form should be submitted at campus reception or scanned to [studentsupport@aibtglobal.edu.au](mailto:studentsupport@aibtglobal.edu.au)**

### CHANGE OF QUALIFICATION POLICY & PROCEDURE

\*Course fees policy for change of course - offshore students has been released, effective as of 15 September 2017.

- Please note that Change of Qualification process may take up to 1 month.
- Student Support department will review your application and inform Finance team to prepare a new payment plan.
- Finance team will send you the new payment plan via student email within **10 business days** of approval.
- Course change process will be terminated if student does not sign the new payment plan and return it within **7 days** after it is sent. If the date is elapsed, student will be required to resubmit the application and \$500 admin fee will apply.
- Until Change of Qualification is approved and processed, the student must remain in current course and attend all classes as usual as attendance will still be calculated.
- For **offshore students** who wish to change their course within the **first 6 months** of study commencing:
  - ✓ **Offshore price** will be used when calculating the new course fees.
  - ✓ If a student changes course **after 6 months**, then **onshore price** will apply on the new course.
- A partial refund will be calculated and offset against the new course fees.
- No financial penalty will be charged for the first change.
- \$500 admin charge will apply for each course change thereafter.

PLEASE EXPLAIN THE REASON FOR THE CHANGE:

DECLARATION: I have read and understood the policy contained in this form. The officer has informed me about the procedure, course details, fees, visa conditions and all other conditions that may be affected by my decision.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

DATE LOGGED: \_\_\_\_\_

Approved? No

Has the student been issued a new eCOE?

☐ Yes

If ☐ No, state reason(s) in the comments section.

**Note: Enrolment needs to verify student status to determine if the CHANGE is possible. The new eCOE status of the student should be updated on PRISMS.**

ADMISSIONS OFFICER \_\_\_\_\_

SIGN & DATE \_\_\_\_\_

COMMENTS:

\*\* Should you have any questions, please do not hesitate to email [studentsupport@aibtglobal.edu.au](mailto:studentsupport@aibtglobal.edu.au)

AIBTGlobal Application to Change Qualification\_V2.1 May 2020

Page 2 of 2