

ECOE CHANGE FORM

Student's Personal Details			
Full Name:			
Student ID:		USI No:	
Address:			
Phone no:			
Email ID:			

Select required Course and Intake for variation.				
Tick	Course Code and Description	Course Duration (Weeks)	Current Intake	New Intake
☐	BSB60120 Advanced Diploma of Business	52		
☐	UEE60220 Advanced Diploma of Electronics and Communications Engineering	104		
☐	UEE62122 Advanced Diploma of Engineering Technology – Electrical	104		
☐	CPC30220 Certificate III in Carpentry	56		
☐	UEE30920 Certificate III in Electronics and Communications	52		
☐	CPC31320 Certificate III in Wall and Floor Tiling	56		
☐	BSB40120 Certificate IV in Business	30		
☐	UEE41520 Certificate IV in Video and Audio Systems	78		
☐	CPC50220 Diploma of Building and Construction (Building)	56		
☐	CPC50320 Diploma of Building and Construction (Management)	52		
☐	BSB50120 Diploma of Business	52		
☐	UEE50520 Diploma of Electronics and Communications Engineering	94		
☐	BSB80120 Graduate Diploma of Management (Learning)	94		

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's visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. ☐ 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, TEDI will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.				
Student Signature:			Date:	
Office use only:				
Authorised person approval:	Name:			
	Signature:		Date:	
Decision of Request:	☐ Granted ☐ Not Granted			
Student Management System updated including PRISMS:	Yes		No	
Student Notified:	Yes		No	
New ECoE Number:				
Course Adjustment (If required):				
Comments (If any):				