

CHANGE OF COURSE AND/OR UNIT FORM



Complete this form in BLOCK LETTERS.

Note: No tuition refund is available after relevant census day. Commonwealth Supported Place (CSP) or FEE-HELP do not transfer to a new course. If you are eligible for a CSP for this course, you will be considered in the process of rounds of offers.

PERSONAL DETAILS

Family name:	<input type="text"/>
Given name(s):	<input type="text"/>
Student ID Number:	<input type="text"/>
Contact Number:	<input type="text"/>
Email Address:	<input type="text"/>
Current Course of Study:	<input type="text"/>
New Course of Study:	<input type="text"/>

CHANGE TO CURRENT ENROLLED UNIT (S)

Discontinue units (or delete if change is prior to last day to enter class)

Unit Code	Unit Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Enroll in Units for New Course

Unit Code	Unit Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Transfer Units to New Course

Unit Code	Unit Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

STUDENT ACKNOWLEDGEMENT

I request that this amendment be made to my Academic Coursework.

Student Signature: Date:

NEW COURSE Convenor Name:

Signature: Date:

FOR OFFICE USE ONLY

Signature of processor: Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.