



# IMAGINE EDUCATION AUSTRALIA

EDUCATION CENTRE

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## APPLICATION TO CHANGE COURSE

*USE: This form is to be used if a student wishes to cancel a current enrolment and begin a different course at Imagine. [eg. GE → IELTS] OR [CIII Hospitality → CIII Automotive] Conditions apply.*

<b>STUDENT NAME:</b>		<b>STUDENT #</b>	
<b>EMAIL ADDRESS:</b>		<b>Is the student SVP?</b> Yes / No (Please Circle)	
<b>CURRENT COURSE:</b>		<b>CLASS:</b>	<b>SESSION:</b>
<b>Current Course START DATE:</b>		<b>Current Course END DATE:</b>	
<b>How long is your course?</b> (Number of weeks)		<input type="text"/> Weeks	
<b>Domestic Student</b>		<b>YOU WILL BE CHARGED \$75 (Processing Fee)</b> <b>(more than 1 course change will incur an additional \$35 processing fee per course change)</b>	
<b>Type of Visa:</b> <input type="checkbox"/> Tourist Visa <input type="checkbox"/> Working Holiday Visa <input type="checkbox"/> Other (Please specify)		<b>YOU DO NOT REQUIRE A NEW CoE</b> <b>YOU WILL BE CHARGED \$75 (Processing Fee)</b> <b>(more than 1 course change will incur an additional \$35 processing fee per course change)</b>	
<input type="checkbox"/> Student Visa <b>NOTE: IT IS YOUR RESPONSIBILITY TO MAINTAIN A CURRENT STUDENT VISA AND OSHC.</b>		<b>YOU WILL REQUIRE A NEW CoE</b> <b>YOU WILL BE CHARGED \$75 (Processing Fee)</b> <b>(more than 1 course change will incur an additional \$35 processing fee per course change)</b>	
<b>I wish to CHANGE To →</b>	<b>NEW COURSE</b>	<b>CLASS:</b>	<b>SESSION:</b>
<b>START DATE:</b>		<b>END DATE:</b>	
<b>REASON:</b>		<b>VISA END DATE:</b>	
<b>COUNSELLING BY COURSE TRAINER:</b>			
<b>STUDENT SIGNATURE:</b>		<b>TODAY'S DATE:</b> /     /	

FOR OFFICE USE ONLY			
Received by:		Date Received:	/ /
General Manager:	Date: / /	Signature:	
<b>CHANGE Approved / Declined</b> (Please circle)			
Reason (if declined)			
Ezi-Debit in PEPI	<input type="checkbox"/> Yes (if yes, give form to SPO)		<input type="checkbox"/> No
1 <sup>st</sup> Enrolment edited and finished in PEPI	Date: / /	Signature:	
Actioned in PEPI	Date: / /	Signature:	
Actioned in PRISMS	Date: / /	Signature:	
Accounts transferred and processed	Date: / /	Signature:	
Student Visa/Non-Student Visa/Domestic Student → \$75 charged			
Student / Trainer / Agent / Account Manager advised:	Date: / /	Signature:	
Timetable Updated	Date: / /	Signature:	

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[www.imagineeducation.com.au](http://www.imagineeducation.com.au)

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National Provider Number 31302