

<b>International Unit Use Only</b>
Received By:
Date:

## REQUEST FOR CHANGE OF COURSE / EXIT WITH A LOWER QUALIFICATION (Continuing International Students)

This form is to be completed by current students who wish to change their course and request a new COE to be issued or exit and withdraw from a course with a lower qualification.

After completing Section A students must liaise with their Program Area to have Section B completed (if exiting with lower qualification). Once Sections A and B are completed, please return the form, together with your supporting documents, to TAFE SA International Unit ([tafesa.international@tafesa.edu.au](mailto:tafesa.international@tafesa.edu.au)).

Supporting documents may include acknowledgement from the program area that course requirements have been met for a lower qualification, medical evidence, etc.

**Administration fee:** a **A\$200** fee for the requests to change a course. This form will not be processed without payment which can be made via myTAFE (please attach copy of receipt to this form). There is no fee to exit with a lower qualification.

I am applying for:                       **Change of course**                       **Exit with lower qualification**

### Section A: Personal details

Full name:			
TAFE SA ID Number:		Date of Birth:	
Address:		Suburb:	State:
		Postcode:	
Email:			
Telephone:		Home:	Mobile:
Current Course Name:			
New Course Preference:			
Semester/Year:		Campus:	
I am a sponsored student:	<input type="checkbox"/> Yes, you must attach approval document from your sponsor to support this extension		<input type="checkbox"/> No

### REASON FOR CHANGE OF COURSE *(Please attach any supporting documents)*

---



---



---

Student Signature:	Date:
--------------------	-------

**Section B: Program Area Use**

Course requirements for \_\_\_\_\_ has/has not been met.  
 (please state course)  
 Last day of study was \_\_\_\_\_

**PROGRAM AREAS COMMENTS / RECOMMENDATIONS (if required)**


<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position:</b>		

**Section C: International Unit Use**

**INTERNATIONAL UNIT COMMENTS / RECOMMENDATIONS**


\_\_\_\_\_ Date:  
**International Student Consultant or Nominee**

Processed by: <input type="checkbox"/> Payment received (change of course only) <input type="checkbox"/> New Letter of Offer issued (change of course only) <input type="checkbox"/> Student Course Variation (PRISMS) <input type="checkbox"/> COE issued and emailed to the student	Date processed: <input type="checkbox"/> SIS Updated <input type="checkbox"/> Studylink Updated <input type="checkbox"/> Program Area notified (if after semester commencement)
---	--