**Request for Change of Course**

**1. Student Details**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Course Details**

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| Current Course:  |
| Current Class: Trainer: |

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| Changed Course:  |
| Changed Class: Trainer: |

New Course/Class Start Date: \_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_

Reason for Change

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**Please note:**

* New students cannot change class in their first term.
* Students can join new class starting from scheduled cluster day only.
* There is an administration fee of $50 for change of class requests.
* No request will be processed until this fee is paid. This is not refundable for change of mind.
* Class change is subject to availability.
* Submitting this form does not mean that your change of class request is approved.
* Australian Prime Education & Training regrets it cannot accept responsibility for changes to a students work commitments or personal circumstances.

**Declaration**

I accept all terms and conditions and I understand that the submission of this form does not guarantee that my application will be approved. I also understand that in the event of pre-approval, I will be required to pay **$50 change of class fee and that this fee is not refundable.**

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_

Approved Yes No

Reason for Approval/ Rejection

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Notified Student by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_