

Application for Change of Course

1. This form is to be used by currently enrolled students in coursework programs seeking approval for entry into another coursework program or program plan.
2. For any given session, this form will not be accepted after the Friday of Week 1 of the session commencement date.
3. You must have a valid visa for study and appropriate overseas student health cover.
4. A deposit fee does not apply, however, you should have no fees owing to Southern Cross University.

This form should not be used to apply for an interim (intermediate or exit) award. Please contact your school.

Instructions for student

If you have any queries regarding the process, please speak to Student Support or Admissions, at your campus.

1. Read and complete Sections 1 to 4 of this form in BLOCK letters using a black or blue pen.
2. Check you meet all entry requirements for the new course. Entry requirements can be found by referring to the relevant course at: www.scu.edu.au/international/courses
3. Check fees for the new course at: www.scu.edu.au/international/courses
4. Return completed form with documentation to the relevant campus email.
5. Upon receipt of this form, and if approved, Southern Cross University will issue your offer, confirm acceptance and issue your eCoE. These documents will be emailed to you.
Note if you are a sponsored student you must provide evidence of the change approval from your sponsor (ie Financial Guarantee) before we can process your acceptance and issue the eCoE.
6. Complete the enrolment process into the new course.

Section 1 – Student to Complete

Student ID	
Student name (in full)	
Address	
Telephone	
Email address	
Visa type student or other (specify class type and subclass number)	<input type="text"/> Please include a copy of the photo page from your passport with this application.
Are you currently covered by Overseas Health Insurance Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please advise Provider name, membership number and expiry date below: <input type="text"/>
Have you been awarded a scholarship or sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you are required to provide an offer letter for the new course to your sponsor. You must also provide evidence of change approval (ie. Financial Guarantee) before your acceptance is processed. <input type="text"/>

Southern Cross University is obliged to inform DIBP of any changes to the issued student visa documentation.

Section 2 – Completed by School and SCU International

School name			
Authorised by (name)			
School authorisation <i>Tick relevant section</i>	<input type="checkbox"/> Unconditional offer	<input type="checkbox"/> Conditional offer	
	<input type="checkbox"/> Advanced standing (indicate below)	<input type="checkbox"/> Unsuccessful	
Comments	<div style="border: 1px solid black; height: 40px;"></div>		
Revised completion date			
School authorisation signature		Date	
SCU International authorisation		Date	

NOTE: The school must authorise the Change of Course/Plan Form before SCU International can proceed.

Section 3 – Course Enrolment Information

Old course start date			
Old course name			
New course name			
New session intake			
Reason for change Tick relevant reason.	<input type="checkbox"/> Academic difficulties	<input type="checkbox"/> Course not what expected	<input type="checkbox"/> University course transition
	<input type="checkbox"/> Personal	<input type="checkbox"/> Other (give details)	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
You must attach Statement of Purpose with this form.			

Section 4 – Declaration

I understand and accept that:

- This request is subject to school approval. I will be notified whether my application has been successful. If approved, a new offer letter, and if eligible, confirmation of acceptance, additional payment if required and a new eCoE, with the new commencement date will be issued.
- The course fee for the NEW course/plan may differ from the OLD course and the new course/plan under the conditions of my previous acceptance and permit the University to cancel or update my current enrolment. If applicable, the University will cancel my previous eCoE and issue a new eCoE.
- I am required to have valid Overseas Student Health Cover (OSHC) for the full duration of my study and will be required to extend my cover if the duration of the new course extends past my current cover.
- If I have been awarded sponsorship or scholarship, I will be required to obtain a new letter of approval (ie. Financial Guarantee) from my sponsor before I am eligible to be accepted into the new course/plan, receive a new eCoE or enrol.
- Once approved I will withdraw from my old course.

I give Southern Cross University permission to check my visa status using the Department of Immigration and Border Protection (DIBP) Visa Electronic Verification Online (VEVO) System.

Signature		Date	
-----------	--	------	--

Submit to the relevant campus

Gold Coast, Lismore, Coffs Harbour intapps@scu.edu.au

Sydney, Melbourne or Perth educoapps@scu.edu.au

The Hotel School Sydney or Melbourne thsapps@scu.edu.au

Instructions For School

1. School to provide academic advice regarding enrolment.

Instructions For SCU International

1. Check form is completed correctly and approved by the school.
2. Check if student is sponsored.
3. Check Study Plan.
4. Check OSHC.