## Australian College for Excellence (ACE) Achieve your goals through excellence ABN No: 99 625 415 849 RTO No: 45577 CRICOS No: 03823C



**Course Change Request Form** 

Personal Details						
Given Name			Surname			
Date of Birth			Student ID			
Address						
State			Postcode			
Home Phone		Mobile		Email		
Course(s) that you are	currently enrolle	d and want to	withdraw			
Course 1						
Course 2						
Course 3						
Course 4						
Course(s) that you wan	t to enrol					
Course 1						
Course 2						
Course 3						
Course 4						
Proposed Start Date of the 1 <sup>st</sup> Course that you want to enrol:						
Reasons for Change						
Student Signature:			Date:			
Office Use Only						
Is the change approved? ☐ Yes ☐ No Approved Staff Name:						
Is the new offer created N/A	I □ Yes □ No	N/A Is th	ne new acceptan	ce signed	l? □ Yes	□ No
Is the change updated in Student Management System? ☐ Yes ☐ No N/A						
Is the change updated i	n PRISMS? ☐ Ye	s □ No N/A				
Is the outcome communicated to the student? ☐ Yes ☐ No						
Processing Staff: Signature: Date:						
ACE – Course Change Requ	uest Form	RTO: 45577	CRICOS Provider:	. 03823C	V1.1	January 2021
ralian College for Excellence Pty Ltd						-