

ECOE CHANGE FORM

Student's Personal Details			
Full Name:			
Student ID:		Date of Birth:	
Address:			
Phone no:			
Email ID:			

Select required Course and Intake for variation.

Tick	Course Code and Description	Course Duration (Weeks)	Current Intake	New Intake
☐	CPC30620 Certificate III in Painting and Decorating	94		
☐	RII60520 Advanced Diploma of Civil Construction Design	94		
☐	BSB40120 Certificate IV in Business	34		
☐	MSF30322 Certificate III in Cabinet Making and Timber Technology	94		

Reasons for Variation:		
☐ Medical Grounds	☐ Compelling/compassionate Reasons	☐ Transferred to another course
☐ Work Commitments	☐ Financial Circumstances	☐ Visa Cancellation
☐ Early Finish	☐ Intake change	☐ Change of location/Campus change
☐ Staff/Admin Error	☐ Others; Please specify	
Please mention the reason in detail: _____		
Documents attached:		
☐ Medical Certificate	☐ Travel Documents	☐ Mails
☐ Supporting certificates		
☐ Others; please specify		



ROYAL BUILDING ACADEMY

Students Declaration:

I understand that variation of CoE may result in extension of my course duration and an extended CoE. I also understand that this variation may affect my student visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. I am aware that a change in my COE may also result in the change of my fees.

- ☐ I have been advised of all the relevant consequences of the outcome of my request.
- ☐ I have been advised of all the relevant information in relation to the request made on this form.
- ☐ I am aware of my right to appeal.
- ☐ I understand that if my request is approved, RBA will notify the Department of Home Affairs via PRISMS, and this may affect my student visa status.

Student Signature:**Date:****Office use only:** (All sections to be completed by a delegated officer)

Authorised person approval	Name:			
	Signature:		Date:	
Decision of Request	☐ Granted ☐ Not Granted			
Student Management System updated including PRISMS	Yes		No	
Did the ECoE changes reflect student fees: (If yes, student needs to sign up a new student agreement)	Yes		No	
Student notified	Yes		No	
New ECoE Number:				

Course Adjustment (If required):**Comments (If any):**