

## ECO E CHANGE FORM

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

Select required Course and Intake for variation.

Tick	Course Code and Description	Course Duration (Weeks)	Current Intake	New Intake
<input type="checkbox"/>	CPC30620 Certificate III in Painting and Decorating	56		
<input type="checkbox"/>	CPC31920 Certificate III in Joinery	56		
<input type="checkbox"/>	CPC50220 Diploma of Building and Construction (Building)	56		
<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	94		
<input type="checkbox"/>	BSB40120 Certificate IV in Business	34		
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	52		
<input type="checkbox"/>	MSF30322 Certificate III in Cabinet Making and Timber Technology	56		

Reasons for Variation:		
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Compelling/compassionate Reasons	<input type="checkbox"/> Transferred to another course
<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Financial Circumstances	<input type="checkbox"/> Visa Cancellation
<input type="checkbox"/> Early Finish	<input type="checkbox"/> Intake change	<input type="checkbox"/> Change of location/Campus change
<input type="checkbox"/> Staff/Admin Error	<input type="checkbox"/> Others; Please specify: _____	
_____		



ROYAL BUILDING ACADEMY

Please mention the reason in detail: \_\_\_\_\_

**Documents attached:**

Medical Certificate       Travel Documents       Mails       Supporting certificates

Others; please specify: \_\_\_\_\_

**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)

<b>Authorised person approval</b>	<b>Name:</b>			
	<b>Signature:</b>		<b>Date:</b>	
<b>Decision of Request</b>	<input type="checkbox"/> <b>Granted</b> <input type="checkbox"/> <b>Not Granted</b>			
<b>Student Management System updated including PRISMS</b>	<b>Yes</b>		<b>No</b>	

