

To be completed by the student (All fields must be filled out for a successful submission)

Title: MR MISS MS MRS OTHER

First Name*		Family Name*	
Date of Birth*		Student Number*	
Email*		Phone Number*	
Campus of Study*	Brinsbane	Melbourne	Sydney

Did you apply through an ECA registered agent?* Yes No

If yes, please indicate the agent's company name:

CURRENT: Which course would you like to change?

Course name	Period	N° of Weeks	Start Date
FCE			
GE	AM PM		
IELTS			
EAP	AM PM		
Other _____			

Campus _____

NEW: Which course/start date would you like to change to?

Course name	Period	N° of Weeks	Start Date
FCE			
GE	AM PM		
IELTS			
EAP	AM PM		
Other _____			

Campus _____

When would you like to finish this course? ___/___/___

(Do not write down any date if your course has not started yet)

CURRENT: Which course would you like to change?

Course name	Intake Date
Certificate IV in Accounting	
Diploma of Accounting	
Advanced Diploma of Accounting	
Certificate IV in Business Administration	
Diploma of Business	
Advanced Diploma of Business	
Diploma of Interpreting	
Advanced Diploma of Translating	

Campus _____

NEW: Which course/start date would you like to change to?

Course name	Intake Date
Certificate IV in Accounting	
Diploma of Accounting	
Advanced Diploma of Accounting	
Certificate IV in Business Administration	
Diploma of Business	
Advanced Diploma of Business	
Diploma of Interpreting	
Advanced Diploma of Translating	

Campus _____

CURRENT: Which course would you like to change?

Course name	Intake Date
Bachelor of Business (Accounting)	
Bachelor of Business (information Systems Management)	
Bachelor of Business (Marketing)	
Graduate Diploma in Professional Accounting	
Graduate Diploma of Business (Enterprise Resource Planning Systems)	
Master of Business (Accounting)	
Master of Applied Information Technology	
Master of Business (Enterprise Resource Planning Systems)	
Master of Applied Information Technology	

Campus

NEW: Which course/start date would you like to change to?

Course name	Intake Date
Bachelor of Business (Accounting)	
Bachelor of Business (information Systems Management)	
Bachelor of Business (Marketing)	
Graduate Diploma in Professional Accounting	
Graduate Diploma of Business (Enterprise Resource Planning Systems)	
Master of Business (Accounting)	
Master of Applied Information Technology	
Master of Business (Enterprise Resource Planning Systems)	
Master of Applied Information Technology	

Campus

CURRENT: Which course would you like to change?

Course name	Intake Date
Diploma of Business	
Diploma of Business Information Systems	
Bachelor of Business (Commerce and Management)	
Bachelor of Business Information Systems	
Graduate Certificate in Business Management	
Graduate Certificate in Project Management	
Graduate Diploma in Business Management	
Graduate Diploma in Project Management	
Master of Business and Project Management	
Master of Business Management	
Master of Business Administration	

Campus

NEW: Which course/start date would you like to change to?

Course name	Intake Date
Diploma of Business	
Diploma of Business Information Systems	
Bachelor of Business (Commerce and Management)	
Bachelor of Business Information Systems	
Graduate Certificate in Business Management	
Graduate Certificate in Project Management	
Graduate Diploma in Business Management	
Graduate Diploma in Project Management	
Master of Business and Project Management	
Master of Business Management	
Master of Business Administration	

Campus

CURRENT: Which course would you like to change?

NEW: Which course/start date would you like to change to?

Course name	Intake Date
ICT50115 Diploma of Information Technology	
Certificate IV in Business	
Certificate IV in Marketing and Communication	
Diploma of Business	
Diploma of Leadership and Management	
Diploma of Marketing and Communication	

Course name	Intake Date
ICT50115 Diploma of Information Technology	
Certificate IV in Business	
Certificate IV in Marketing and Communication	
Diploma of Business	
Diploma of Leadership and Management	
Diploma of Marketing and Communication	

Reason for change of course/ start date:

DECLARATION

- I accept that the course fee for my new course may differ from the original fee paid and that the difference must be paid before a new eCoE can be issued;
- I accept that the course structure of the new course may change;
- This request is subject to ECA's approval. If approved, a new offer letter with course(s) details will be issued.
- I authorise ECA to transfer any unused pre-paid fees from my previous course to the new course(s) selected.

Student Signature: **X**

Date: / /

HOW TO USE THIS FORM

- This form is to be used by:
- International students who have received an offer from ECA, to change the start date of their enrolments or change their course preference.

NOTE:

- You will need information contained in your offer letter to complete this form.
- If you change the course start date for more than 12 months, you will need to submit a new form from ECA. We will require details of any academic or work activities.

Please complete this form and email it to apply@elsis.edu.au for offshore/future students.

Please complete this form and email it to studentservices@elsis.edu.au for onshore/current students.