



WINDSOR INSTITUTE OF COMMERCE

Request for Change of Course

Please read and follow the instructions:

1. Complete your personal details read the notes and sign this form.
2. Get approval from the Head Trainer of the current course.
3. Get approval from the Head Trainer to the requested course.
4. Get approval from the Academic Manager.
5. Get approval from the Principal.
6. Return this form to the reception desk after all above completed.

Please see the Student Services Officer if you have any questions or need advice on what document/s you may require.

OFFICE USE ONLY	
Item No.	A –
Filing Date	

Student Surname (Family Name)	Given Name	Student No
Current Course	Terminating Date of Current Course	
Requested Course	Starting Date of Requested Course	

PLEASE NOTE: Changing your course may affect your academic progress. You may fall behind your schedule and will not be able to complete your course within the period allocated for it. Windsor Institute will NOT be responsible for any shortcomings in your academic progress caused by your decision to change your course.

Student Signature _____ Date _____

Academic Manager

Approved: Yes, Signature _____ No, Signature _____

Principal/General Manager

Approved: Yes, Signature _____ No, Signature _____

Office Use ONLY

Stamp	Payment (if applicable)	Database Update
	Comment: Amount Paid \$ _____ Date _____	<input type="checkbox"/> Yes By _____ Date _____

PRIVACY

Student's Information may be provided to DEEWR, VETAB, DIAC and other Government Agencies in relation to administering the ESOS act and the Migration Act