

**NATIONAL COLLEGE OF  
VOCATIONAL  
EDUCATION**

**CHANGE OF COURSE - REQUEST FORM**

**PERSONAL DETAILS**

Student Number:	Date:	<b>VISA:</b> Student <input type="checkbox"/> Other: <input type="checkbox"/> Working Hol <input type="checkbox"/> Tourist/visitor <input type="checkbox"/>
Student Name:	Date of Birth: / /	Male / Female
Current Course: GE <input type="checkbox"/> IELTS <input type="checkbox"/> IELTS/ EAP <input type="checkbox"/> Cambridge <input type="checkbox"/>	Class Level:	College:
Full Time <input type="checkbox"/>	Start Date: / /	Finish Date: / / Weeks:
Part Time <input type="checkbox"/>	Start Date: / /	Finish Date: / / Weeks:

**REQUEST**

Change Current Course	Full Time to Part-Time	From: / /
Change Current Course:	Part-Time to Full Time	From: / /
End Course Early	Proposed End Date: / /	
Change of course dates	From: / /	To: / /
New Text Books Needed	YES	No

**COMMENTS**

**OFFICE USE**

- Seen by TESOL – Manager
- Diary Notes Entered
- Entered into CMS
- Seen by Homestay
- Materials Fee Charge
- Invoice issued  Paid

**Student Signature:** \_\_\_\_\_

The personal information you provide on this form will be treated as confidential, used only to process your request and not for any other purpose without your authority.