

Internal Change of Course Request Form

Important Notes:

1. Prior to submitting this form, please consult with Department of Home Affairs if:
 - a. You intend on changing your course to a lower-level course e.g. Masters to a Bachelor course.
 - b. Your intended new course has a different duration.
2. Changes to your course may result in you needing to extend your Overseas Health Cover. It is a visa requirement that students must obtain OSHC for the proposed duration of their student visa.
3. Students need to discuss the request with the Program Director of the new course prior to submission of this form.
4. Internal Change of Course Request Form must be lodged before the census date.
5. All course changes require approval of the relevant Program Director/s.
6. Global Leadership Institute will consider an application for course change when the following criteria are met:
 - a. You do not have any outstanding fees.
 - b. You meet the entry requirements for the proposed course

Student Details	
Use details as they appear on your Passport	
Student Number	
Email	
Phone	
Given Names	
Last Names	
Date of Birth	

Your Current Course		
Course Name	Start Date	End Date

Reason for requesting to change course:

Proposed New Course

Course Name	Start Date	End Date

Declaration to be completed by student:

1. I have read the relevant course information provided including course structure and requirements.
2. I understand I have a responsibility to seek course advice prior to submitting this application.
3. I agree to pay all fees and charges arising from this enrolment.
4. I acknowledge that while I am enrolled, I am subject to the Policies and Procedures of Global Leadership Institute.
5. I declare that the information supplied by me is complete and correct.
6. I understand by completing and submitting this form, that if my application is successful, I will be automatically enrolled into the requested course.
7. I understand that by signing this form, I accept the conditions of the new course as outlined in the handbook.
8. An offer with details of your new course and a new CoE will be sent to your email after this application is approved by the Program Director/s.

Your Signature: _____ Date: _____

Take this completed form to reception on campus or email it to enrol@gli.edu.au

Office Use Only

Application was received by the Admissions Team.

Staff Name: _____ Signature: _____ Date: _____

Program Director/s Use Only

Current Course Program Director Approval:

☐

Yes

No

☐

Comments:

Signature: _____ Date: _____

Proposed New Course Program Director Approval:

☐

Yes

No

☐

Comments:

Signature: _____ Date: _____