



Campus Location Change Request Form

Student details

Student Name		Student ID	
Course Enrolled			
Email		Mobile Number	
Student Address			
Address in New Location			

Request details

Change of Study Location – When students transfer their enrollment from one campus location to another, either before or after the commencement date, it is considered a change of location.

Current Location

New Location

When is the intended date for change of location?

Date / /

Student Declaration

1 Are you planning to change your course of study as well?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2 Did you verify if the course is available at the new location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3 Have you checked the timetable for the course in the new location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4 Have you considered all the expenses associated with your course of study at the new location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please state the reasons for your request

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Student Name			
Student Signature:		Date:	/ /



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For administration use only – Change of location during studies only

Satisfactory Progress	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments
All due fees clear	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments
Officer Name			Officer Signature
			Date

For administration use only – All Applications

CEO (or delegate) Approval	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Comments
Name			
Student Signature:			Date: / /

For administration use only – All Applications

New Letter of Offer issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments
PRISMS Updated	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments
Start Date for Course in New Location			
Officer Name		Officer Signature	Date