



# CHANGE OF COURSE APPLICATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM  
AND PLEASE KEEP A COPY

## INFORMATION FOR STUDENTS

Please read the information below before completing the form.

### GENERAL INFORMATION

1. Continuing students who wish to change courses must submit their application form at least 4 weeks prior to the next semester commencing.
2. A change of course will be permitted once unless there are extenuating circumstances.
3. The application form must be submitted to Student Services (studentservices@aih.nsw.edu.au).
4. Students who have completed subjects under the old course may or may not be eligible for advanced standing into the new course. This will be assessed on a case by case basis.
5. Depending on the number of subjects granted as advanced standing, the duration of the Confirmation of Enrolment (CoE) may vary from the duration on the original CoE. A new CoE will be issued once the change of course is approved.

## PERSONAL DETAILS

<b>Title:</b> Mr      Ms      Other (please specify)	
<b>Family name:</b>	
<b>First name(s):</b>	Male Female
<b>Date of birth (dd/mm/yy):</b>	
<b>Student ID:</b>	
<b>Phone (home/mobile):</b>	
<b>Email:</b>	
<b>Full address:</b>	
<b>City:</b>	<b>Post code:</b>
<b>State:</b>	<b>Country:</b>

## CHANGE OF COURSE DETAILS

Reason for changing courses:

### Current Undergraduate course

Diploma of Business Information Systems  
Associate Degree of Business Information Systems  
Bachelor of Business Information Systems  
Bachelor of Accounting  
Bachelor of Business

### New Undergraduate course

Diploma of Business Information Systems  
Associate Degree of Business Information Systems  
Bachelor of Business Information Systems  
Bachelor of Accounting  
Bachelor of Business



# CHANGE OF COURSE APPLICATION FORM

## STUDENT DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form.

Signature:

Date:

## OFFICE USE ONLY

Received by:

Received date:

Diary Note made in Student Management System

## TO BE COMPLETED BY THE AUTHORISED REPRESENTATIVES

Accounts Reviewed By:

Date:

Financial

Comments:

Academic Reviewed By:

Date:

Approved

Declined

Comments:

Advanced Standing Granted (number of units):

Subjects Remaining:

Advanced Standing Granted (list of unit codes):

Admissions Update By:

Date:

CoE Issued

Student Management System Updated

Signed Form uploaded into Student Management System

Student Notified

Academics notified when advanced standing can be entered

Comments: