



Global Educators

**APPLICATION from a CURRENT INTERNATIONAL STUDENT
for ADMISSION TO A FORMAL COURSE AFTER ELICOS
or to CHANGE COURSE**

NOTE: If your request for change of course is approved, a change of course fee of \$150 will be charged.

Student name: _____

Student ID number: _____

Address in Melbourne: _____

Tel: _____ **Email:** _____

Name of course you are studying now at Box Hill Institute:

Name of next course you wish to study at Box Hill Institute:

Date of Transfer: _____

If to ELICOS, expected duration: _____

Reason for change:

Student signature: _____ **Date:** _____

Section below to be completed by staff in ISS office in consultation with student (& check in student's file)

If currently in ELICOS - previously applied for a formal course? Y / N

If yes: date of latest Offer (& course if different) _____

Prerequisite: _____

If no, ask student to provide detail of:

Highest level of education attained in home country: _____

Other study in Australia: _____

Relevant work experience: _____

Documentation in file? Y / N

- Completed the first six (06) months of my principal course and/or preliminary course as per course applied and identified in my Letter of Offer and Confirmation of Enrolment (COE) before being permitted to change to another course. Y / N

- Checked course progress / attendance to date

- Assessment / comment:

Staff Signature: _____

Date: _____

1. Offer letter required? Y / N if Y: issued: _____

2. Filemaker database amended: _____

3. Fees already paid for different course? Y / N if Y: d/b amended _____

4. PRISMS course variation required? Y / N if Y: PRISMS _____