

Form checked, scanned, code (COE1) entered by ECC staff:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request received: By student in person

By email

## CHANGE OF ENGLISH/ELICOS LEVEL

Submit your application in person or by email: [justask@ecc.edu.au](mailto:justask@ecc.edu.au)

<b>Use</b> this form for	Wanting to change current English/ELICOS level	
<b>Do <u>not</u></b> use this form for	Withdrawing from studies at ECC and <b>transferring to another education provider</b>	Please complete the "Transfer of Provider" form
	Wanting to <b>change course/stream</b>	Please complete the "Change of Course/Stream" form
	Withdrawing from current ECC studies and <b>returning at a later date</b>	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms

### MY DETAILS

<b>Student ID:</b>		<b>Date of Birth:</b>	DD / MM / YYYY
<b>Given Name(s):</b>		<b>Email Address:</b>	
<b>Family Name:</b>		<b>Telephone Number:</b>	
<b>I am under 18 years of age:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	

### MY CHANGE of ENGLISH/ELICOS LEVEL request

CURRENT English/ELICOS level	Weeks	CURRENT start date	CURRENT end date	NEW English/ELICOS level	Weeks	NEW start date	NEW end date
GE0	10			GE0	10		
GE1	10			GE1	10		
GE2	10			GE2	10		
AE1	10			AE1	10		
AE2	10			AE2	10		
AE3	10			AE3	10		
AE4	10			AE4	10		
AE5	10			AE5	10		

MY REASON		MY EVIDENCE and ATTACHMENTS
<input type="checkbox"/>	New English results	<input type="checkbox"/> I attach evidence of my new IELTS, PTE or equivalent English results
<input type="checkbox"/>	Other (state the reason):	<input type="checkbox"/> I attach confirmation of the ECC Director of Studies (or nominee) supporting my change request.

SPECIAL CONDITIONS (only tick if these apply)	
<b><i>I am currently enrolled in a 10-week English/ELICOS level, and I wish to change my current enrolment:</i></b>	
<input type="checkbox"/>	I understand the deadline for submitting this request is Friday of Week 1 of my current 10-week English/ELICOS study period, and the outcome will be emailed by no later of Monday of Week 2 of my current 10-week English/ELICOS study period. Any application submitted after this deadline, cannot be processed.
<b><i>I am currently enrolled in a 5-week English/ELICOS level, and I wish to change my current enrolment:</i></b>	
<input type="checkbox"/>	I understand the deadline for submitting this request is Monday of Week 1 of my current 5-week English/ELICOS study period, and the outcome will be emailed no later than Tuesday of Week 1 of my current 5-week English/ELICOS study period. Any application submitted after this deadline, cannot be processed.
<b><i>This English/ELICOS change request will impact the start date of my next course with ECC and/or ECU:</i></b>	
<input type="checkbox"/>	I understand I will receive a new Letter of Offer which I will need to accept, and I will need to pay any revised fees (as per the new offer) before I receive a new Confirmation of Enrolment.

MY RESPONSIBILITIES (all boxes apply)	
By ticking these boxes I declare that I understand my responsibilities.	
<input type="checkbox"/>	I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: <a href="http://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students">www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students</a>
<input type="checkbox"/>	It is my responsibility to update the Department of Home Affairs ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> ) and check how long I can stay in Australia from my last day of study.
<input type="checkbox"/>	If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take action.
<input type="checkbox"/>	Any refund entitlement on the current enrolment is based on the date of submission of an application meeting all the requirements (form with correct information and correct evidence).
<input type="checkbox"/>	Academic penalties may apply dependent on the date of successfully submitting this request.
<input type="checkbox"/>	I have read the following policies ( <a href="http://www.edithcowancollege.edu.au/policies">www.edithcowancollege.edu.au/policies</a> ): <ul style="list-style-type: none"> <li>• Enrolment Policy</li> <li>• Refunds Policy</li> <li>• Tuition Fees and Charges Policy</li> </ul>

## MY RIGHTS

I'm entitled to a reply/outcome within 10 calendar days from the date of submitting a complete application.

If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's *Student Appeals Policy* and *Student Appeals Procedure* (<https://www.edithcowancollege.edu.au/policies>).

### **Further Information is available at:**

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- Overseas Students Ombudsman publications: [www.ombudsman.gov.au/about/overseas-students/oso-publications#for\\_students](http://www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students)
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

### **ECC contact details:**

- ECC Student and Academic Services email: [studentservices@edithcowancollege.edu.au](mailto:studentservices@edithcowancollege.edu.au)
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	<b>Signature:</b>	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	<b>Date:</b>	DD / MM / YYYY