

Form checked, scanned, code (AWU1) entered by ECC staff:

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

Request received: By student in person

By email

## CHANGE of ENROLMENT

**OUTCOME/REPLY** : will be emailed latest within 10 working days from date of receipt of a complete application

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

Use this form for	Requesting a change prior to finalising your enrolment in the current study period (you are not yet enrolled)	
Do <b>not</b> use this form for	Adding and/or swapping and/or withdrawing units from your <b>current enrolment</b>	Please complete the "Add/Swap/Withdraw Units" form
	Withdrawing from studies at ECC and <b>transferring to another education provider</b>	Please complete the "Transfer of Provider" form
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and <b>not returning for future studies at ECC</b>	Please complete the "Withdrawal (all ECC courses)" 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
	Changing course/stream	Please complete the "Change of Course/Stream" form
	Changing English/ELICOS level	Please complete the "Change of English/ELICOS Level" form

### MY DETAILS

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

### MY REASON

### MY EVIDENCE and ATTACHMENTS

<input type="checkbox"/>	I am sponsored by my government	⇒	<input type="checkbox"/> I attach an email from ECC's Manager Scholarship Relations and Marketing, approving my request
<input type="checkbox"/>	I am experiencing financial difficulties	⇒	<input type="checkbox"/> I attach evidence to indicate ECC approves this Change of Enrolment due to financial reasons. <b>Note:</b> applications for financial hardship or for payment plans must be made using the correct form. Email: <a href="mailto:justask@ecc.edu.au">justask@ecc.edu.au</a> for instructions.
<input type="checkbox"/>	Other (write your reason):	⇒	<input type="checkbox"/> I attach an email from an ECC representative, approving my request; or <input type="checkbox"/> I attach my personal statement indicating the reasons for my request <input type="checkbox"/> I attach evidence supporting my request

### MY ENROLMENT REQUEST

I wish to be enrolled in 1 unit

*(optional: if you have a preference of units, you can fill out this section expressing your preference)*

Unit 1 (code/name) : \_\_\_\_\_

I wish to be enrolled in 2 units

Unit 2 (code/name) : \_\_\_\_\_

Unit 3 (code/name) : \_\_\_\_\_

I wish to be enrolled in 3 units

I understand these units need to be reviewed by the respective Academic Program Coordinator who may approve or change them, according to course requirements.



### MY RESPONSIBILITIES (applies to international and local students)

By ticking these boxes I declare that I understand my responsibilities.

I understand this change of enrolment may delay my ECU start as per my Letter of Offer.

I understand that my application for reduce study load is subject to approval, and should my application not be approved I will be required to enrol into a full study load as per my offer.

(Diploma of Health Science students): I understand I must maintain a minimum enrolment of 1x ECC unit and 1x ECU Service Taught unit, to maintain correct progression in my studies.

If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, and ECC has the right to take legal action to recoup the debt owing.

I understand my APC (Academic Program Coordinator) will review which exact units I'm allowed to select.

I have read the following policies ([www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)):

- Enrolment Policy
- Refunds Policy
- FEE-HELP Review Procedure (students on FEE-HELP only)
- Tuition Fees and Charges Policy
- Statement of Tuition Assurance



### MY RESPONSIBILITIES (applies to international students only)

By ticking this box I declare that I understand my responsibilities.

I understand bursaries and scholarships could be cancelled as a consequence of this change of enrolment.

I understand this change of enrolment could delay my graduation and progression to ECU. After graduating from ECC, I may remain in Australia up to two months from my last day of ECC studies. If I wish to stay longer, I must seek the Department of Home Affairs approval as soon as possible ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)).



## MY RIGHTS

I am entitled to a reply/outcome within 10 working 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: [justask@ecc.edu.au](mailto:justask@ecc.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