



SYDNEY BUSINESS & DEVELOPMENT INSTITUTE

CHANGE OF COURSE REQUEST FORM

Student to complete the following sections:

Student ID	
Student Name	
Current Address	
Current Course	

NOTE:

1. You must meet course entry requirements of the new course to be eligible for change of course.
2. Your request for change of course may be declined by your Academic Coordinator for reasons outlined in SBDI's Change of Course policy.
3. I understand that a Change of course may have implications on my student visa and I should seek appropriate advice before changing the course.
4. I understand that it is my responsibility to ensure my student visa covers the duration of the course.
5. I understand and if my change of course have accept that I am formally withdrawing from my previous course and my enrolment/CoE has been changed to a new course.
6. Change of course cannot be approved or processed for rescheduling pre-approved holiday.

Requested New Course

Course Code:

Course Name:

Reason(s) for Changing the Course: *(Please provide as much details as possible)*

Note: Attach any supporting documents with this form as applicable

Student Signature

Date:





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OFFICE USE ONLY

Course/Class change authorized by Academic Coordinator	Signature:	Date:
Course/Class processed by Admissions Officer	Signature:	Date:

Change of Course	<input type="checkbox"/> Granted	<input type="checkbox"/> Declined
Reason(s), if declined		
Follow-up Action		
Approved by		Date:

