

PERSONAL DETAILS			
Student ID Number	<input style="width: 20px; height: 20px;" type="text"/>	Family Name	
Given Name(s)			
Email			
Address			Post Code
Date of Birth		Phone Number	
Are you an International student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship	
Are you sponsored?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sponsor	

CHANGE OF PROGRAM	
Current program/package	<input type="checkbox"/> The University of Adelaide <input type="checkbox"/> UniSA
New Eynesbury program	Commencing semester
New University Program	<input type="checkbox"/> The University of Adelaide <input type="checkbox"/> UniSA
Please advise the reason for change:	

PLEASE READ AND ACKNOWLEDGE	
I understand that:	
<input type="checkbox"/> I may be required to discuss this change with an academic staff member	
<input type="checkbox"/> An electronic confirmation of enrolment (ecoe) will be forwarded to me via email and that I must present this to Immigration so that my student visa can be updated if required.	
<input type="checkbox"/> My tuition fees must be paid prior to commencement. I understand that a change of program request will not be processed until I sign an acceptance and all fees are finalised.	
<input type="checkbox"/> It is my responsibility to ensure that I am enrolled in courses according to my new program structure.	
<input type="checkbox"/> I agree to abide by Eynesbury College's refund policy and other policies, procedures and conditions related to this change.	
<input type="checkbox"/> Where a request is made during a semester, a change may not take effect until the next intake.	
<input type="checkbox"/> I understand that I must remain enrolled in my current program until official approval is received.	
Parent or Manager SSU	Date
Student Signature	Date
*****Parent or Manager SSU to sign if the student is under 18*****	

ACADEMIC DIRECTORATE / ACADEMIC MANAGER			
Pre requisite subjects checked and advised Yes <input type="checkbox"/> No <input type="checkbox"/>			
Academic Penalty (Diploma) if applicable Yes <input type="checkbox"/> No <input type="checkbox"/>		Grade applied (Diploma) :	
Approval granted	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>	Effective From / /	
Approved by:		Signature	Date
Notes:			

LODGEMENT DETAILS**In person:**Student Services, Ground Floor Coglin Street
Campus**via email:**

studentservices@eynesbury.sa.edu.au

PROGRAM SUPPORT**Date Completed****Initial**

<input type="checkbox"/> Check student has provided supporting documents (if applicable)		
<input type="checkbox"/> Check if student is sponsored; if so, contact sponsor for approval		
<input type="checkbox"/> Check MAZE Progression and send request for new offer (if applicable)		
<input type="checkbox"/> Notify the students parent and/or agent (if under 18)		
<input type="checkbox"/> Check students finances; refer to Finance as required		
<input type="checkbox"/> Check PRISMS; notify Immigration as required		
<input type="checkbox"/> issue new ecoes/change existing ecoe as required		
<input type="checkbox"/> Notify University/Partner Institution (if applicable)		
<input type="checkbox"/> Notify student via email/add MAZE note if required		

Comments:

PROGRAM SUPPORT Sign Off

PSO	Name		Signature		Date	
SSU Manager	Name		Signature		Date	

FINANCE OFFICER – if applicable

Is the student eligible for a refund?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
				Comments:			
Tuition			\$				
At \$	Week		\$				
Less		%	\$				
TOTAL			\$				
OSHC			\$				
Other			\$				
TOTAL REFUND			\$				
Has the student filled out request for refund form?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signed				Date			