

Information for student

Please read the information below before completing this form.

General information

1. Continuing students who wish to change courses must submit their application form at least 1 week prior to the next semester commencing and must have no pending grades. New students must submit their application form 4 weeks prior to the semester in which they commence.
2. A change of course will be permitted once unless there are extenuating circumstances.
3. The application form must be submitted to info@libertycollege.edu.au
4. Please be aware that the duration of the Confirmation of Enrolment (CoE) may vary from the duration on the original CoE. A new CoE will be issued once the change of course is approved.
5. A **A\$200 processing fee** will apply for all change of course requests. The change of course will not be processed until payment is finalized. If you have any questions regarding the fee payment, please email to finance@libertycollege.edu.au.

1. Application Details

Student Number:		Date of birth:	
Family Name:		Given Name:	
Mobile:		Email:	
Address:			
City/Suburb	State	Country	Postcode
Reason for requesting to change course/location			



2. Current Course

No.	Course Code	Course Name	Start Date	Campus Location
1				
2				
3				

3. New Course Selection

No.	Course Code	Course Name	Start Date	Campus Location
1				
2				
3				

Declarations

I certify that the information provided on this Form is accurate and complete. I authorize Liberty Construction College to obtain other details relating to my academic record, as necessary.

Name			
Signature		Date	

Office Use Only

Approved:			
Reason for approval:			
Reason for non-approval:			
Position			
Date:			