

CAMPUS LOCATION CHANGE REQUEST FORM

CHOOSE YOUR COLLEGE:

Melbourne Metropolitan College

Langford English College

Student details

Student Name	Student ID
Course Enrolled	
Email	Mobile Number
Student Address	
Address in New Location	

Request details

Change of Study Location – When students transfer their enrollment from one campus location to another, either before or after the commencement date, it is considered a change of location.	Current Location	New Location		
	When is the intended date for change of location? <table border="1"> <tr> <td>Date</td> <td>/</td> <td>/</td> </tr> </table>		Date	/
Date	/	/		

Student Declaration

1	Are you planning to change your course of study as well?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Did you verify if the course is available at the new location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Have you checked the timetable for the course in the new location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Have you considered all the expenses associated with your course of study at the new location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Have you made a payment for the application administration fee and attached the receipt to this form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Have you read and agree to the terms and conditions outlined in the Change of Study Location Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please state the reasons for your request

Student Name	
Student Signature	Date / /

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For administration use only – Change of location during studies only

Satisfactory Progress	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments			
All due fees clear	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments			
Officer Name			Officer Signature		Date	

For administration use only – All Applications

CEO (or delegate) Approval	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Comments
Name			
Signature:		Date	/ /

For administration use only – All Applications

New Letter of Offer issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments			
RTOM and PRISMS Updated	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments			
Start Date for Course in New Location						
Officer Name			Officer Signature		Date	