



Ideal International Institute Pty Ltd
RTO NO. 46289 I CRICOS NO.: 04296B
Address: Suite 1510, Level 15, 530 Little Collins Street
Melbourne, VIC 3000
E: info@iii.vic.edu.au
W: iii.vic.edu.au | Ph: 1300201247
ABN: 16667624124

ECOE Change Form

Student's Personal Details			
Full Name:			
Student ID:		Date of Birth:	
Address:			
Phone no:			
Email ID:			

Select required Course and Intake for variation.

Tick	Course Code and Description	Course Duration (Weeks)	Current Intake	New Intake
☐	MSF30322 Certificate III in Cabinet Making and Timber Technology	56		
☐	RII60520 Advanced Diploma of Civil Construction Design	94		
☐	BSB50120 Diploma Business	52		

Reasons for Variation:

- | | | |
|--|---|---|
| ☐ Medical Grounds | ☐ Compelling/compassionate Reasons | ☐ Transferred to another course |
| ☐ Work Commitments | ☐ Financial Circumstances | ☐ Visa Cancellation |
| ☐ Early Finish | ☐ Intake change | ☐ Change of location/Campus change |
| ☐ Staff/Admin Error | ☐ Others; Please mention the reason in detail: | |

Documents attached:

- | | | | |
|--|---|--------------------------------|--|
| ☐ Medical Certificate | ☐ Travel Documents | ☐ Mails | ☐ Supporting certificates |
|--|---|--------------------------------|--|



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☐ Others; please specific

Students Declaration:

I understand that variation of CoE may result in extension of my course duration and an extended CoE. I also understand that this variation may affect my student visa and I may need to seek advice from the Department of Home Affairs (DHA) on the potential impact on my student visa. I am aware that a change in my COE may also result in the change of my fees.

☐ I have been advised of all the relevant consequences of the outcome of my request.

☐ I have been advised of all the relevant information in relation to the request made on this form.

☐ I am aware of my right to appeal.

Student Signature:

Date:

Office use only: (All sections to be completed by a delegated officer)

Authorised person approval	Name:			
	Signature:		Date:	
Decision of Request	☐ Granted ☐ Not Granted			
Student Management System updated including PRISMS	Yes		No	
Did the ECoE changes reflect student fees: (If yes, student needs to sign up a new student agreement)	Yes		No	
Student notified	Yes		No	
New ECoE Number:				
Course Adjustment (If required)				
Comments (If any):				