RTO No: 21870
CRICOS Provider Code: 02992E
ABN: 39 122 778 563

Level 3
118 Queen Street
Melbourne VIC 3000

Telephone (03) 8395 0151
E-mail info@RhodesCollege.vic.edu.au

Course Change or Intake Change Request Form

(Students who wish to change their course or intake should complete this form once they have read the terms and conditions and hand it to the Admissions or Student Services Officer or alternatively email to info@rhodescollege.vic.edu.au)

| Personal Details | Student Name: |
| | Student ID: |

Home Address	
	Postcode:

| Contact Details | Mobile: | Home Phone: |
| | Email: | |

Change of Course Details

Course(s) currently enrolled:

From: _____

To: _____

Change of Intake Details

From: _____ To: _____

New Course Details (Subject to Availability)

CRICOS Course Code	National Course Code	Course Title	Start Date	Duration

Reasons for Changing Course or Intake:

I confirm that my name, address and contact details above are correct, and if they do not match the records held by Rhodes College then they will update their records to match this detail. If any of these details' changes, I will advise Rhodes College of these changes within five working days.

I also confirm that I continue to agree to the following clauses in my original acceptance agreement including (but not limited) to the following clauses as applied to the new course policies:

- Course entry conditions; Course costs and fees schedule; Arranging for personal living expenses; Fees and charges including late payment and other course costs and refund policy (also available on the website); Course conduct; Monitor course progress' policy; Reassessment policy; Statement regarding academic honesty; Statement regarding statements of attainment; Statement regarding cancellation, suspension or deferment; Statement regarding your personal information; Transfers; Communication policy; Visa conditions

In signing the request above I, _____ declare the following:

I also confirm that the information provided by me in this request and my original application (a copy of which is available on request) is correct.

I have read

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- and understood the Rhodes College brochure, including the fees, charges and refund policy
- all Rhodes College rules and regulations provided in the student handbook and/or on the Rhodes College website

I agree

- to abide the Department of Home Affairs (DHA) student visa requirements (applicable for international students)
- to pay all fees required on or by the due date as notified in writing by the Rhodes College
- to abide by Rhodes College rules and regulations and any amendments made to the rules and regulations, during the period of my enrolment (current details are published on the website) and include:
  - Policy relating to cancellation, suspension or deferment
  - Refunds policy including Rhodes Colleges right to cancel any course prior to the commencement, withdrawal from a course after commencement, failure to commence the course on scheduled commencement date

I understand that

- Rhodes College being an educational institution does not guarantee or promise any jobs
- Rhodes College reserves the right to use my name/my company name, feedback, comments and pictures obtained during the program for Rhodes College's future promotional activities, unless I direct otherwise in writing prior to the commencement of the program
- all Government rules and regulations, Rhodes College rules & regulations, policies and procedures are subject to change with or without notice. It is my responsibility to obtain the latest copy of these from official sources such as their websites or appropriate personnel from the relevant organisations
- I am required to make good/compensate for any Rhodes College property damaged by me
- If my enrolment is suspended by Rhodes College the course fees paid will not be refunded and I will be required to clear any outstanding dues to Rhodes College
- My enrolment at Rhodes College can be suspended and/or cancelled for any of the reasons identified in the misconduct policy in the student handbook (and available online), subject to the outcomes of any complaints and appeals and an administrative action that may be initiated by suspending or cancelling my enrolment and COE. For clarity this includes violation of any Rhodes College policies & procedures; rules and regulations; frequent lateness or absenteeism; being late with payment of fees and other charges; engagement in unlawful behaviour or misconduct; or conduct contrary to the best interests of Rhodes College; false or misleading applications; wilfully disobeying a lawful instruction of the trainers and staff; failure to follow reasonable requirements to attend classes including bringing prescribed course materials, uniforms, kits or other OHS required for study; disturb, harass, victimize or bully others including students and staff; failing to attend meetings called to discuss my attendance or academic progress; failing to undertake course work agreed in any agreed intervention strategies or attempt to receive a grade for course work assessments by means other than honest effort

By accepting the offer of a place at Rhodes College, I am updating my original agreement and substituting the course above that I agreed to in my original enrolment acceptance agreement.

I also confirm that I will keep myself abreast with the Institute's latest policies and procedures which would be posted on the Institute's website from time to time or by requesting a copy by emailing to info@rhodescollege.vic.edu.au.

If I am accepted on the New Course(s) listed above, I confirm that I agree to the terms and conditions above. These terms and conditions relate to the change requested and are in addition to all the terms and conditions I agreed on my original enrolment for current course(s) listed above.		
Student Signature:		**Date:**

Office Use Only			
Date Received:		Received By:	
Request Approved:	☐ Yes ☐ No	Approved By:	
Date Processed:		Processed By:	
Date of Confirmation sent to Student:		Sent By:	

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Queens Group Pty Ltd (T/A) RHODES COLLEGE