



Course and Location Change Request Form

Please complete this form in full and email it to Admissions at admissions@sccm.edu.au. Incomplete or incorrect forms may cause delays or result in rejection. Changing courses or study locations may also incur additional fees, and students are advised to check the website for current fee information. If the request is approved, please allow up to three working days for new Confirmation of Enrolment (CoE) documents to be issued.

Student Details			
Student Name			
Student ID			
Email			
Current Course			
Course Code	Course Title	Start Date	End Date
Requested New Course			
Course Code	Course Title	Start Date	End Date
Change of Location			
I wish to change my study location:			
From	☐ Parramatta ☐ Sydney ☐ Darwin ☐ Adelaide		
To	☐ Parramatta ☐ Sydney ☐ Darwin ☐ Adelaide		
Reason for Request			



Student Declaration

- ☐ I declare that all information and supporting documentation provided is true and correct.
- ☐ I am aware that DHA will be notified of any changes to my enrolment or study location.
- ☐ I understand and agree to be bound by the terms and conditions of enrolment.

Student Signature	
Date	

For Office Use Only

Transferrable Fees \$		
Payment Required \$		
Required Fees paid	☐ Yes	☐ No
Decision Outcome	☐ Approved	☐ Declined
Decision By		
LOO Issued	☐ Yes	☐ No
LOO Signed	☐ Yes	☐ No
CoE Issued/Amended	☐ Yes	☐ No
Process By		
Student Notified	☐ Yes	☐ No
Staff Signature		
Position		
Date		