

## Request for Additional Course/s Form

This form is to be used if you want to apply for an additional course or courses from your current enrolment

PERSONAL DETAILS		
Family Name	Student Number	
Given Name	Date of Birth	
Email	Passport Number	
Address		
	Postcode	

I wish to add the below course/s to my enrolment	Intake Date:

Reason for additional Course Request
Please list your reasons for requesting an additional course/s. Please attach any supporting documentation.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**OFFICE USE ONLY**

Checked course progress/attendance to date

Recommendation/comments:

<b>Outcome</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
Authorised by:		Date:	
Letter of offer required?	Yes / No	VETtrak amended?	Yes / No
New course/s start date and duration		PRISMS Variation required?	Yes / No
New Group #:		Credit Transfers? (attach)	Yes / No
Course Price			
CoE deposit	Yes / No	Uniform/materials amended?	Yes / No
Notifications:	Faculty <input type="checkbox"/>	Student <input type="checkbox"/>	Admin <input type="checkbox"/>

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