



AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

Change of Class Request Form

Complete this form only if you wish to:

- **Change your class shift.** You must give the College one week's notice about your change of shift request.
- **Change your course level,** for example, change from General English Pre-Intermediate to General English Intermediate. Usually you can change your course level after you have completed 10 weeks of your course. Your teachers must give permission for you to change course level.
- For all other changes to your enrolment, you must complete an Enrolment Variation Request Form available from student services.

First Name			
Last Name			
D. O. B			
Current Course			
Course Start Date		Course Finish Date	
Current Level		Current Shift	
Change to			
Course			
Course Start Date		Course Finish Date	
Level		Shift	

Teacher approved: _____

DOS approved: _____

Admin changed system: _____

Global Education Ministry Incorporated T/A Australasia Language College

ABN: 49 829 747 737

Sydney Campus: Level 14, 233 Castlereagh Street, Sydney, NSW 2000 | Sydney Campus: Level 5, 307 Pitt Street, Sydney, NSW 2000
Telephone: +61 2 8278 7233 | Email: info@alcollege.edu.au | Web: www.alcollege.edu.au | CRICOS Provider Number: 02966G