



ECoE Change Form

Section 1: Student Details

Student ID: Surname: Given Name(s):

Date of Birth: Contact Number: Email:

Address:

Section 2: ECoE Details:

ECoE to be Changed ECoE Number:

Reason for ECoE Change:

Preferred Course and Intake

Select Course	CRICOS Code	Course Title & Code	Course Duration	Intake Date
[]	103093M	BSB40215 Certificate IV in Business	28 weeks	
[]	103094K	BSB50215 Diploma of Business	60 weeks	
[]	103095J	BSB60215 Advanced Diploma of Business	84 weeks	

Section 3 – Student Declaration

I hereby declare and certify that the information supplied by me on all parts of this form is complete and true in all aspects.

Student Signature: Date:

Section 4 – OFFICE USE ONLY

All sections to be completed by a delegated officer

Items	Please Tick	Initials	Date
ECoE Change Form Received – Completed Accurately & Signed by Student			
Revised Signed Letter of Offer Received (if applicable)			
Wisenet is Updated as per the changes			
Xero is Updated as per the changes			
ECoE Variation added in Prisms			
Updated ECoE issued			