

This form is for new students who have not yet formally enrolled in their principal course.  
 Students are entitled to change their course preference once without incurring a fee.  
 All subsequent course preference changes will incur a A\$80 fee.

# CCP

**Section A – personal details**

Gender    Male    Female    Title (Mrs, Ms, Miss, Mr, Dr, etc.)    La Trobe student number

Family name    Given name(s)

Date of birth (dd/mm/yyyy)  Preferred contact number

Email

Did you apply via an LTU agent?    Yes    No    Agent name and city:

**Australian address**

Street number and name    Suburb

City/town    Postcode

**Section B – change of course preference**

New course code    New course title

Have you accepted your current offer?    Yes    No

Are you applying for credit exemption?    Yes (longer processing time expected)    No

Please note: you can only change the course preference in the same intake as stated in your initial offer letter.  
 If you want to change the intake, you must use the Deferral of Course Commencement form.

**Reason for change** (please select)

Did not meet offer conditions    Change of career path    Financial support difficulties    LTU unable to offer courses    Personal

Other – please specify:

Are you a Sponsored Student or a US Financial Aid Student?    Yes    No

Do you have approval from your sponsor to change your course preference?    Yes (attach the approval letter)    No

Have you been awarded a scholarship funded by La Trobe University?    Yes (refer to the scholarship terms)    No

Scholarship type/name

**Section C – student visa information**

Has your student visa been granted?    Yes    No    If you have an Australian visa, please provide:

Visa number    Expiry date (dd/mm/yyyy)

Are you currently covered by Overseas Student Health Cover (OSHC)?    Yes    No    If you have OSHC, please provide:

Provider's name

Membership number    Expiry date (dd/mm/yyyy)

Please note that a new offer letter will be emailed to you in approximately 2 weeks **only** if the change of preference has been approved and this course still determines you to be a Genuine Temporary Entrant (GTE) and genuine student for visa purposes under the Streamlined Visa Processing (SVP) program.  
 You will need to submit revised Offer Acceptance forms [latrobe.edu.au/international/apply/acceptance/accepting](http://latrobe.edu.au/international/apply/acceptance/accepting) for a revised eCoE to be issued to you for visa purposes.

Student signature    Date (dd/mm/yyyy)

Please note: any changes to your course of study may affect your student visa. The University **must** notify DIBP via PRISMS as required under section 19 of the *ESOS Act (2000)* and Standard 13.3b of the *National Code 2007* where a student's enrolment is deferred, temporarily suspended or cancelled. If your visa is cancelled your status will be considered unlawful and this may affect future visa applications. It is your responsibility to confirm with DIBP of any changes to your course of study or commencement.

**Office use only – SVP applicant eligibility checklist for change of course**

Does the applicant understand the career outcomes, structure and delivery mode of the course?    Yes    No

Is the applicant aware of the tuition fee and visa length OSHC applicable for the new course?    Yes    No

Admission officer    Date processed (dd/mm/yyyy)

SVP approved    Yes    No    SVP notes