



## CHANGE OF ENROLMENT APPLICATION FORM

### Please Note:

The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

### **Change of Enrolment**

Before applying, please ensure that you have read the LEA Course Modification and Tuition Fee Refund Policy and Procedures and understood the Procedure from [Policies And Procedures | lincolnau.nsw.edu.au](https://lincolnau.nsw.edu.au/policies-and-procedures).

After enrolling, a student may modify their course by

- withdrawing from a subject,
- enrol in an additional subject, or
- changing the semester in which they commence a subject.

This can be done through the online student portal, or through the Registrar using the Change of Enrolment Application Form.

Students who wish to change enrolment are strongly encouraged to speak with the Course Coordinator and/or the concerned lecturers.

### Please note the following important information:

- Students should submit their application form 4 weeks prior to the commencement of the semester to be enrolled.
- Students should not have any pending grades in the subjects completed from the current course.
- Eligibility for change of enrolment will be determined by LEA based on the information provided.
- Change of Enrolment Processing fee is \$200.
- Students are advised to change their enrolment before the course administrative date in order to avoid being charged a fee for late changes to their enrolment.

**International students** must remain aware of their visa conditions and the effect that course modification may have on their enrolment and consequent visa requirements. LEA shall take into account the impact of an international student's application on their visa when evaluating applications.

### YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Date of birth: <small>Click or tap to enter a date.</small>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Address:	Suburb:	State:
Country:	Postcode:	
Student ID:	Contact Phone Number:	Email:

### COURSE DETAILS

Current Course Code:	Current Course Name:	Course Coordinator: (If applicable)
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COE Start Date: Click or tap to enter a date.	COE End Date: Click or tap to enter a date.
New Course Code:	New Course Name:

Reason(s) for Change of Enrolment

## STUDENT DECLARATION

Please read the statement below and check the box in acknowledgement.

- I have read the LEA Course Modification and Tuition Fee Refund Policy and Procedure and understood the eligibility criteria [Course Modification and Tuition Fee Refund Policy & Procedures](#).
- Furnished all relevant supporting documentation
- Signed the declaration section in this form
- For any refund, please fill and submit the 'Refund Application Form [Refund Request Application Form](#)

**Please return form to:**

Admissions Team  
Lincoln Education Australia  
Level 2, 191 Thomas Street, Sydney  
NSW 2000, Australia

email: [admissions@lincolnau.nsw.edu.au](mailto:admissions@lincolnau.nsw.edu.au)  
Phone: +61290729950

Please note:

We will endeavour to contact you as soon as possible regarding your application.

For further information please refer to the LEA Course Modification and Tuition Fee Refund Policy and Procedures or contact the Course Coordinator [Policies And Procedures | lincolnau.nsw.edu.au](#).



I declare that the information provided by me is true and complete. I understand the conditions of Change of Enrolment.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Notification:** Personal information collected on this form will be used to process and investigate your application. The Institute will notify the Department of Education and Training via PRISMS as required under the ESOS Act 2000. The people who are directly involved in the process will have access to information about the form. This application and further communications that form part of the application will be stored securely at LEA. You have the right to request access to your personal information

For Office Use Only	
Date Received:	
Referred to:	Referred Date: