

## Student Instructions to be read before filling the Application Form

The applicants are required to read the below instructions in conjunction with the CRICOS Course progress policy available on ECA College website <https://www.ecacollege.nsw.edu.au/policies-and-forms>

- Once ECA College has received all the relevant documents and information, you should allow seven working days for processing of an application. If you require an eCOE extension, you should apply at least six weeks before your visa expires.
- Attach supporting documentation to the form, as required by Part B and C. For example:
  - A doctors certificate to support illness or injury
  - A copy of a study plan from your faculty/school, where you have been identified as at risk of making unsatisfactory progress
  - A copy of your up-to-date overseas health cover card. If you a scholarship student you must also attach a Financial Guarantee from your sponsor.
- Submit the form in person to the Student Intervention Officer
- Approval of the request is upon ECA College discretion
- If you need to renew your student visa, you should apply to the Department of Immigration and Border Protection(DIBP). Call DIAC on 131 881 for advice. You cannot apply for a visa renewal without a valid Confirmation of Enrolment.

**Student Information**

Student ID:	Student Name:
Contact Email:	Contact Ph:

**Course Details – ECA College Course**

Course Code:	Course Name:	
Start Date:	End Date:	Visa Expiry Date:

**Details of Request to change duration of eCOE**

New Expected Course End Date

Reason for changing eCoE end date(Please tick and provide supportive evidence)

- Repeating failed units (if you are at risk of unsatisfactory progress please attach evidence of a faculty/school approved study plan)
- Serious illness or injury (attach medical certificate)
- Shorten eCOE duration following Credit Transfer
- Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)
- Reduced study load/overload changes course duration
- Unusual course structure (supporting statement required from faculty/school)

**Any other reason:**

**Documents to be attached to the Application Form**

*(The applicant is required to submit the following documents certified as a true copy of the original by a justice of the Peace (or equivalent) as required to support the application)*

- Medical Certificate
- Intervention Registration/ Study Plan Form
- Letter from Counsellor
- Course Credit Transfer Form (Approved)
- Course Credit Report Form (Signed)

**Applicant's declaration**

- I warrant that the information on this form is correct and complete. I am aware that withholding relevant information relating to my application, might invalidate my application and ECA College may withdraw an offer of a place or cancel my enrolment in consequence.
- I authorize ECA College to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions.
- I agree to abide by the regulations and policies of ECA College

**Signature:**

**Date:**

**Office use only**

Name of the staff processing the application:

Due date for Approval Click or tap to enter a date.

Date received:

Staff Signature :

Has the Outcome notified to the student:  Yes  
 No

Date of Approval :

Date of notification: Click or tap to enter a date.