



**CHANGE / DEFER COURSE FORM**  
 (ALL SECTIONS OF THIS FORM MUST BE COMPLETED)  
 SUBMIT FORM TO: [ENROL@TMSS.EDU.AU](mailto:ENROL@TMSS.EDU.AU)

**SECTION A: PERSONAL DETAILS**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Current Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION B: COURSE DETAILS**

Do you want to **change** or **defer**?  Change course  Defer  
**Defer** - If defer, when do you want to commence your new course? Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Course change request:**

Current course/s:	Start date: (DD/MM/YYYY)	New course/s:	Start date: (DD/MM/YYYY)
1.	/ /	1.	/ /
2.	/ /	2.	/ /
3.	/ /	3.	/ /
4.	/ /	4.	/ /
5.	/ /	5.	/ /

**Reason for change or deferral:**

\_\_\_\_\_  
 \_\_\_\_\_

*Please note that if your course change is approved and you are currently enrolled in a course you no longer wish to study you will formally need to withdraw from that course.*

**SECTION C: IMPORTANT INFORMATION**

\* Use this form if you have applied for a course or accepted your offer for the current course, but now want to be considered for another course. This form must normally be submitted no later than the last working day prior to the commencement of studies.

\* The Management School Sydney, uses and destroys your information in accordance with our Privacy Statement. For information, see [www.tmss.edu.au](http://www.tmss.edu.au)

\*It is strongly recommended that you discuss your options with Student Services Staff as this decision is likely to have consequences for your visa.

\* If you are thinking about changing your course of study, you need to ensure that you continue to meet all the conditions that apply to your student visa.

**SECTION D: DECLARATION**

I declare that the information provided above is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY**

Date received by The Management School Sydney: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Visa Checked  Payment Checked  Study Progress Checked  Attendance Checked  
 Student Data Updated  eCoE issued on Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval by:  Academic Manager  Admission Officer: (name) \_\_\_\_\_