# Change of Home College/School Form

Use this form to make changes regarding your [Home College/School](https://divinity.edu.au/about/colleges-and-schools/). Your Home College/School is the provider of the Course(s) you are studying. This form needs to be approved by the Course Advisor of the College/School you wish to study with (rather than the College/School you have been studying with and now wish to change) and will therefore become your new Home College/School. If you hold a student visa, any amendment may affect the status of your visa. Please seek prior approval before confirming changes. *Complete, sign and send or email to your home College/School. Students are encouraged to check their contact and enrolment details via* [Paradigm](https://uod.edu.net.au/php/student_summary.php).

## Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| UD Student ID |  | Current College/School ID |  |
| Title |  | Family name |  |
| First given name |  | Other given name(s) *(middle)* |  |
| Email (Required) |  | Mobile phone |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Course(s) |  | | | |
| Current course fee payment arrangement |  | Upfront |  | FEE-HELP |
|  | Commonwealth Support Place/HECS-HELP |  | Mixed Payment |

## Citizenship Details *(Mark one box, Visa holders must attach a copy of their current visa if it has changed.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Domestic** | | | | | |
|  | | Australian citizen |  | NZ citizen | |
|  | | Australian permanent visa holder |  | Permanent humanitarian visa holder | |
|  | | Pacific engagement visa (PEV) holder | | | |
| **Overseas** | | | | **Visa Name** | **Expiry Date** |
|  | Hold current visa choose from the list🢥 | | |  | /  / |

## Change of Home College/School

*Students who use FEE-HELP to pay tuition fees and wish to change Colleges/Schools within the University DO NOT need to reapply for FEE-HELP.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Change of Home College/School | | *From:* |  |
| *To:* |  |
|  | I wish to continue to use FEE-HELP/CSP/HECS-HELP to pay tuition fees for this course(s) | | |
| *Note: if you are not currently a FEE-HELP/CSP/HECS-HELP paying student and wish to apply for FEE-HELP/CSP/HECS-HELP to pay your tuition fees – refer to the ‘Change in Fee Payment arrangement Financial Variation Form’.* | | |
| Reason for change of College/School *(optional)* | | | | |
|  | | | | |

*If you are studying more than one course and you have different course providers for each course, please specify details:*

|  |  |
| --- | --- |
| Course | Provider College/School *(of each Course)* |
|  |  |
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|  |  |

## Privacy Information

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at [enquiries@divinity.edu.au](mailto:enquiries@divinity.edu.au)

## Student Acknowledgement

|  |  |  |  |
| --- | --- | --- | --- |
| All information given to support this change of enrolment is to the best of my knowledge correct and complete | | | |
| Name/Signature |  | Date | /    / |
| Type name for electronic submission | dd/mm/yyyy |

## College/School Checking and Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Advisor Approval**  To be approved by the College/School that the student is wishing to study with (rather than changing from). Ensure your College/School is accredited to teach the course that the student intends to study with your College/School.  Additional Notes: | | | |
| *Course Advisor Name* |  | *Date* | /    / |
| **College/School Office Administration**  Approved  College/School student has opted to study with, advises College/School student is changing from.  College/School checks if there is relevant information to be conveyed (including any implementation plans or support arrangements) from the previous College/School  College/School is accredited to teach course/s that the student is intending to undertake  Paradigm updated  *If FEE-HELP/CSP/HECS-HELP student:*  FEE-HELP balance checked, Date:    /    /  ‘FETCH eCAF’ status to check if the fields ‘ECAF Student Status’ is ‘Student Submitted’ and ‘Marked as Processed’ is ‘Yes’. *IF not, then the following action is required:*  ‘REQUEST eCAF’ in Paradigm to re-issue an eCAF invitation (e.g. this may occur for students returning from leave, deferral, etc where the initial invitation was not submitted) | | | |
| *Registrar /Admin Name* |  | *Date* | /    / |