

## CHANGE OF STATUS FORM

(Change of circumstances/change of VISA/change of qualification/CoE date change)

Please return this form to Reception or email [admin@dnakingstontraining.edu.au](mailto:admin@dnakingstontraining.edu.au).

STUDENT DETAILS			
Student Name:		Student ID:	
DOB:		Mobile No:	
Qualification:			
Notification Date:			

Please tick change of status:

Circumstances    
  Visa status change    
  Qualification    
  Change of CoE date

DETAILS OF REASON FOR CHANGE	

DOCUMENTS ATTACHED		
<input type="checkbox"/> Marriage certificate (name change)	<input type="checkbox"/> Address confirmation	<input type="checkbox"/> Visa
<input type="checkbox"/> Application form for new qualification	<input type="checkbox"/> Birth certificate (name change)	
<input type="checkbox"/> confirmation email from Agent/student		

**COLLEGE OFFICE USE ONLY - Finance Department (this section)**

Received by:		Date:	
Admin Signature:		<b>Approved:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Changes completed on aXcelerate			<input type="checkbox"/> YES <input type="checkbox"/> NO
Supporting Documentation uploaded on students Portfolio in aXcelerate			<input type="checkbox"/> YES <input type="checkbox"/> NO
Communication email sent to appropriate staff i.e., trainer, accounts			<input type="checkbox"/> YES <input type="checkbox"/> NO