

## Application to Change/Add Unit Enrolment

*(Submit this form to EIA student services at Ground floor, 338 Queen street Melbourne)*

Student name		Student ID	
Course name		Trimester / Year	

I would like to request change to my study plan during Trimester 2/2025 as following:

**SUBJECT TO BE DROPPED FROM THE STUDY PLAN PROPOSED BY EIA**

Unit Code	Unit name	Unit type (Core/Major/Elective)	Timetable (Day, Time)

**SUBJECT TO BE ADDED TO THE STUDY PLAN PROPOSED BY EIA**

Unit Code	Unit name	Unit type (Core/Major/Elective)	Timetable (Day, Time)

I declare that:

- The EIA staff have clearly explained to me the requirements for maintaining a full-time study load of four subjects per trimester, the academic requirements to complete my course within the expected duration, and the potential consequences of not following the study plan proposed by EIA.
- I understand and accept that if my request to change subjects results in additional subjects being required to meet course completion requirements, I may be liable for additional tuition fees.
- I acknowledge that my request to change subjects may impact my ability to complete the course within the expected timeframe, which could result in further costs related to a visa extension. I take full responsibility for this decision and agree that EIA will not be held liable should my visa extension be refused. I will not submit any complaints or claims against the institution in such circumstances.

**Student signature**

**EIA Administrator Signature**