

**Student Application to Fast Track a course**  
(for international students)

**Student Details**

Student ID:

Family Name:  Given Name:

Mobile :  E-mail:

**Course Details**

Course Code:  Course Name:

Reasons for fast tracking the course:

Do you have evidence to support the reasons/ circumstances outlined?  Yes — Please attach supporting documents to this application  
 No — If evidence is not provided, the application is likely to be invalid

If approved, the Institute will revise your CoE and report that to the Department of Home Affairs. This action will affect the duration of your visa. If you require more information as to how this action may affect your visa duration/status, contact your Department of Home Affairs helpline 131 881.

**Student Declaration**

I understand that:

- Fast tracking my course will lead to CoE shortened and my student visa duration may be affected accordingly.
- I will be required to register for a new time table and will receive a revised training plan.
- I will be required to complete my course within the expected duration of study as specified in my revised CoE.

Student Signature:

Date: ..... ..

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**FOR OFFICE USE ONLY**

Date of submission:  Submitted to:  Signature:

Finance check:  Finance staff:  Signature:

Comment:

**Academic progress check:**

Satisfactory progress  Unsatisfactory progress

Student support staff  Signature  Date:

**Approval:**

**Head Trainer approval**  Yes  No

Head Trainer Name  Signature  Date:

**Management approved:**  Yes  No

Approving Officer's name:  Position:

Approving Officer's signature:  Date:

Comment:

**Student Notification:**

The student must visit Student Support Department to receive a revised training plan and confirmation of timetable change before attending classes of new timetable. Student Support Officer must inform student the below information:

Last day of current timetable:  First day of new timetable :

Please tick:

Revised Training Plan provided to student  Update SMS  Update PRISMS

**Trainer Notification:**

Head Trainer/Trainer notified :  Yes  No Date:

Student Support Officer name:  Student Support Officer Signature:

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