

Change of Centre Form (to Navitas English)

Eligibility:

The following applies for a Change of Centre to Navitas English.

You must have:

- an enrolment period of **20+** weeks and be studying a **minimum of 5 weeks** at Hawthorn-Melbourne.
- at least **80% attendance** for the period studied at Hawthorn and all future courses at Navitas English.

A Change of Centre will be approved from the start date of a new course block according to the Hawthorn-Melbourne advertised course dates.

Student Details:

Family Name :	HAW Student No.:
First Name/s :	Navitas English Student No.:
Gender :	
Date of birth :	
Nationality :	
Email Address :	Visa Type:
OSHC Expiry date (if applicable):	Visa expiry date:
Mobile number :	Passport No:

Current Enrolment details – Hawthorn-Melbourne:

Start date: End Date: **(Check if multiple course end date)**

Total Weeks: **(Check for multiple courses)**

Classes completed to date at Hawthorn-Melbourne

Class name: dates: _____ to _____ (weeks)

Class name: dates: _____ to _____ (weeks)

Class name: dates: _____ to _____ (weeks)

Total number of weeks remaining for possible transfer to Navitas English = _____

Change of Centre request:

Change of Centre to: Navitas English (NE)

Tick the preferred centre: NSW - Sydney Hyde Park (00289M) WA - Perth (00289M)

NE Course name: _____ Course dates: _____ to _____

NE Course name: _____ Course dates: _____ to _____

Do you need to enrol in additional weeks with Navitas English (other than the number of weeks to be transferred from Hawthorn-Melbourne) Yes No

If Yes, how many more weeks?

Total weeks of all courses:

Any additional information you would like to add?

.....
.....

Airlink Eligibility:

If you are eligible for Airlink, Navitas English will book the flight for you.

You must provide at least **4 weeks notice** to use Airlink services.

Airlink is available during your enrolment period only and not after completion of studies.

Preferred date of travel:

_____ (1st choice)

day / month / year

or

_____ (2nd choice)

day / month / year

Preferred time of travel: Morning Afternoon Evening

Accommodation/Airport reception request

Do you need Navitas English to arrange accommodation? Yes No

What type of accommodation?

Homestay

Other (please specify)

Accommodation requested from: _____ to _____

Do you need Navitas English to meet you at the airport? Yes No

Special requests:
.....
.....

Letter of offer:

A letter of offer for the Change of Centre will be provided by Navitas English for your consideration.

The offer will include any additional fees you may need to pay directly to Navitas English at the time of accepting the offer.

Student Declaration:

- I request a Change of Centre:
from Hawthorn Melbourne (02931G)
to Navitas English (*tick which campus you wish to change to*)
 NSW - Sydney Hyde Park (00289M) WA - Perth (00289M)
 - I understand the Navitas English will provide a Letter of Offer for me to accept and pay any difference in fees.
 - I understand that Hawthorn-Melbourne agrees to release me to Navitas English in accordance with Department of Home Affairs guidelines, once I have accepted the Navitas English Letter of offer.
 - I understand that the Change of Centre to Navitas English will result in a Change of Provider report made on my Hawthorn-Melbourne Confirmation of Enrolment (CoE) and that this CoE will be cancelled.
 - I am aware that I will receive a new Confirmation of Enrolment (CoE) from Navitas English and that I should keep this in a safe place for my records and if needed by the Department of Home Affairs.
-

I understand that when co-signed this Form may result in a variation of my written agreement with Hawthorn Learning Pty Ltd (CRICOS Provider 02931G).

Signed: _____ (Student)

Date :

Signed: _____ (H-M Staff)

Date :