

## Request for Early Commencement of Training Form

*To be completed by students who need to commence their training earlier than their agreed dates on their Letter of Offer.*

*(incomplete forms are not accepted)*

*If your contact details have changed since you lodged your application, please provide new details and send it to MCOHB in person at reception or via email to [reception@mcohb.edu.au](mailto:reception@mcohb.edu.au) otherwise we may not be able to contact you with important information.*

### **Applicant Details**

Student ID:

Date of Birth:

Family Name (as per enrolment registration):

Given Name (as per enrolment registration):

### **Course Details**

Course Code:

Course Title/Name:

Original Start Date:(as per eCoE/offer letter)

Requested New Start Date:

Please outline the reasons/circumstances for seeking the request:

Do you have evidence to support the reasons/circumstances outlined?

YES

NO

If Yes, please indicate type of evidence and attach:

## **Student Declaration**

I declare that the above information is true and correct. I acknowledge that withholding information or providing incorrect information may delay processing of the application and breach my Visa conditions.

Student Signature:

Date:

## **FOR OFFICE USE**

*Approver must be the CEO, Director of Studies or their delegate*

Application approved:  YES  NO

If NO why not:

Course Start & End Date Affected:  YES  NO

Create New CoE & Update Data:  YES  NO

Approver Name:

Approver Title:

Approver signature:

Approval date: