Opening Opportunities

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FR 4.8 Course Change of Mode Request		
Given Name:	**Surname:**	
Address :		
Student Number:		
Phone:	**Mobile:**	**Email:**
Course Code and Name:		
Change of Mode Requested:	**Online:**	**Print:**

Course Change of Mode Conditions

You may submit your course change of mode request at any time throughout your course. If your request is successful you will be required to pay a Change of Mode Fee upfront as outlined in the *Schedule of Administrative Fees* (available on the Open Colleges website). The change of mode fee levied in addition to the Course Fee for the provision of printed materials includes postage and handling within Australia. An additional postage and handling surcharge is required for dispatch to an international address.

Delivery of the printed course materials will be within 5 – 7 business days. Delivery times may vary dependent on the delivery address location. Course materials are released by study period as student's progress through the required assessments.

There is no refund of the print surcharge should a student wish to transfer from print back to online after the dispatch of materials. Open Colleges reserves the right to refuse a Course Change of Mode Request. Please note, some courses do not have a print upgrade option.

Declaration

I have read and accept the course change of mode conditions and declare that the information I have provided is correct and complete. I understand that any course change of mode must comply with the terms and conditions of enrolment.

Print name: _____ Signature: _____

I would like to pay the course change of mode fee by ❑ Visa ❑ MasterCard

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry ☐☐ / ☐☐ CVV ☐☐☐

Cardholder Name: (please print) _____

Cardholder Signature: _____ Date: _____