



REQUEST FOR COURSE VARIATION FORM

To be filled out and tick (✓) the options by the Student and submitted to the Administration Department

Student Name:		Student ID Number:
Address:		
Current Course:		
Email:		Telephone/ mobile:
<input type="checkbox"/> Change of course		
New course 1:		Course Start Date:
New course 2:		Course Start Date:
New course 3:		Course Start Date:
<input type="checkbox"/> Re-enrol inactive student to:		<input type="checkbox"/> Change/ Defer of commencement date
Course:		Current Start Date:
New Start Date:		New Start Date:
Describe the reasons of change variation:		
Evidence to support your application (medical certificate and letters or other information):		
Course Variation Policy: Important Information		
<ul style="list-style-type: none">You must submit your request in writingRequests for deferral must be submitted in advance for processing before the course expiry date.You must be up to date with course fees at the time of the request.If your request is successful, you will be required to pay an administration fee of \$150 and course tuition fees (if applicable).Changes that affect your student visa will require a new letter of offer and agreement and a change to the CoE.Allow 3 working days for new CoE(s) to be issued and please check the website for applicable fees.		
Declaration I have read and accept the course variation conditions and declare that the information I have provided is correct and complete. I understand that any course variation must comply with the terms and conditions.		
Student's Signature:		Date:

For office use only

Student Services/Admissions	Accounts	PEO/Academic Manager	Admissions	Student Services
Received by:	Payment details:	APPROVED / NOT APPROVED	<input type="checkbox"/> COE issued/amended	<input type="checkbox"/> Update database
	Payment required:	Signed:	Signed: date:	<input type="checkbox"/> Timetable
		Date:	<input type="checkbox"/> Database entered	
Notes:	Signed:	<input type="checkbox"/> Timetable, details:	<input type="checkbox"/> Send message to student/agent	Signed:
Date:	Date:	Signed: Date:	Signed: date:	Date: