



## 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	
Address			
Current Course			
Email		Tel / Mobile	

Change of Course			
New Course 1		Course Start Date	
New Course 2		Course Start Date	
New Course 3		Course Start Date	

Re-enrol inactive Student to		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

- You must submit your request in writing
- Requests 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 \$250 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.

<b>Student's Signature</b>		<b>Date</b>	
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Student Services/Admissions	
Received by	
Notes	
Update Database	
Time Table	
Sign & Date	

Accounts Team			
Amount	Due Date	Course	Remarks
Sign & Date			

Course Variation Fee	Applicable	Non-Applicable
Reason if non-applicable:		

Marketing Team	
Special Notes	
Timetable, Details	
Sign & Date	

Academic Manager	
Special Notes	
Timetable, Details	
Sign & Date	

Approved by PEO	
Recoverable Fees	
Waived Off (Non Recoverable)	
Timetable, Details	
Sign & Date	

Admissions	
COE issued / amended	
Sign & Date	
Database entered	
Send message to student / agent	
Sign & Date	