

CHANGE OF COURSE/COURSE VARIATION FORM

This form is for students to use to apply to vary their course.
For more information about this form contact: the Registrar.
A copy of this form needs to be saved under Change of Course Forms.

To be filled out and tick (✓) the options by the student and submitted to Student Services.

Student Name			
Student ID			
Address			
Current Course			
Email		Tel / Mobile	

Change of Course		Change of Campus	
New course		Campus Requested	
Course Start Date		Course Start Date	
Re-enroll inactive student to:		Change/Defer of the commencement date	
Course		Current Start Date	
New Start Date		New Start Date	
Course End Date		Course End Date	

Describe the reasons for 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 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
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For Office Use Only

Student Services/Admissions	Accounts	Dean/Academic support Officer	Admissions	Student Services
Received by:	Payment details:	APPROVED / NOT APPROVED	COE issued/ amended	Update database
	Payment required:	Signed:	Date: Database entered	Timetabled
		Date:	Send message to student/agent	
Notes:	Signed:	Timetable, details	Signed Date:	Signed:
Date:	Date:	Signed:		Date:
		Date:		