

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):		
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Course Variation Policy: Important Information <ul style="list-style-type: none"> • 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 		
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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 Date: Database entered Send message to student/agent Signed Date:	Update database Timetabled
	Payment required:	Signed: Date:		
Notes: Date:	Signed: Date:	Timetable, details Signed: Date:		Signed: Date: