

SSO13F 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 (v) the options by the student and submitted to Student Services.

Student Name:	Student ID Number:
Address:	
Current Course:	
Email:	Telephone/ mobile:
<input type="checkbox"/> Change of course	
New course 1: New course 2:	Course Start Date: Course Start Date:
<input type="checkbox"/> Re-enroll inactive student to:	Change/ Defer of the commencement date
Course: New Start Date: Course End Date:	Current Start Date: New Start 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 <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 	
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: Payment required:	APPROVED / NOT APPROVED Signed: Date:	<input type="checkbox"/> COE issued/ amended Signed: Date: <input type="checkbox"/> Database entered <input type="checkbox"/> Send message to student/ agent Signed:	<input type="checkbox"/> Update database <input type="checkbox"/> Timetabled
Notes:	Signed:	<input type="checkbox"/> Timetable, details:	Date:	Signed:
Date:	Date:	Signed: Date:		Date: