



# REQUEST FOR COURSE VARIATION, COURSE CHANGE FORM

To be filled out by the Participant and submitted to the Administration Department

<b>Participant Name:</b>		<b>Participant ID Number:</b>	
<b>Address:</b>			
<b>Course:</b>			
<b>Telephone/ mobile:</b>		<b>Email:</b>	
<b>Defer commencement date for course</b>	<input type="checkbox"/>	<b>Special leave from the course</b>	<input type="checkbox"/>
<b>Change course at the Institute</b>	<input type="checkbox"/>	<b>Deferral - Extension of dates for course duration</b>	<input type="checkbox"/>
<b>Change in timetable/schedule for course</b>	<input type="checkbox"/>	<b>Re-enrol inactive student to course</b>	<input type="checkbox"/>
Extension or special leave request is for:			
<b>1 month</b> <input type="checkbox"/> <b>2 months</b> <input type="checkbox"/> <b>3 months</b> <input type="checkbox"/> <b>4 months</b> <input type="checkbox"/>			
<b>Describe why you are asking for this change or variation:</b>			
<b>Evidence to support your application (medical certificate and letters or other information)</b>			
<b>Course Variation, Course Change Policy: Important Information</b>			
<ul style="list-style-type: none"><li>• You must submit your request in writing</li><li>• Requests for special leave must be 14 days before the leave start date unless compassionate circumstances.</li><li>• Requests for deferral or extension must be submitted in advance for processing before the course expiry date.</li><li>• A maximum of four months' extension is allowed and the Institute reserves the right to refuse an application for extension.</li><li>• You must be up to date with course fees at the time of the request.</li><li>• If your request is successful you will be required to pay an administration fee and course tuition fees (if applicable)</li><li>• You must stay in touch by email or phone and re-commence the course at the end of the extension. If you do not re-commence it is deemed a cancellation of the course according to the terms and conditions.</li><li>• Changes that affect your student visa will require a new letter of offer and agreement and a change to the CoE</li></ul>			
<b>Declaration</b>			
I have read and accept the course extension conditions and declare that the information I have provided is correct and complete. I understand that any course extension must comply with the terms and conditions.			
<b>Participant Signature:</b>		<b>Date:</b>	

I would like to pay the fee by  Cheque  Money Order  Visa  MasterCard

Card Number                      Expiry   /

Cardholder Name: (please print) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

## For Office Use Only

<b>Name correct</b>	<b>ID correct</b>	<b>Date received</b>	
<b>Course Expiry Date</b>	<b>Fee status</b>	<b>Decision</b>	<b>APPROVED /NOT APPROVED</b>
<b>Database updated</b>	<b>Notes entered</b>	<b>Initials</b>	