



ENROLMENT VARIATION FORM

(This should be used when requesting a variation to current enrolment status)

Please note: This request may be approved where fees are overdue

APPLICANT INFORMATION	
Title:	Student Number:
First Name:	Last Name:
Student Status: <input type="checkbox"/> Enrolled but not commenced <input type="checkbox"/> Current <input type="checkbox"/> Suspended	
CURRENT COURSE DETAILS	
Course Code and Title:	
Course Start Date:	Course End Date:
ENROLMENT VARIATION REQUESTED	
<input type="checkbox"/> DEFER	Deferment start date: _____ Deferment end date: _____
<input type="checkbox"/> SUSPEND current enrolment	Start suspension date: _____ Return date: _____
<input type="checkbox"/> TRANSFER to another course	
New Course Name: _____	
New course start date: _____	New course end date: _____
Name of campus: _____	
<input type="checkbox"/> CANCEL/DECLINE enrolment:	Cancel decline from date: _____
SUPPORTING DOCUMENTATION	
<i>If applicable, please attach supporting documentation. Eg medical certificate</i>	
REASON FOR DEFERRAL/SUSPENSION/TRANSFER/CANCELLATION/DECLINE	
<i>Please tick the most appropriate box that gives the reason for your action</i>	
Reason	Supporting/Required Evidence
<input type="checkbox"/> Course was not what I expected	
<input type="checkbox"/> No Longer interested in study	
<input type="checkbox"/> Too difficult to study	
<input type="checkbox"/> Not satisfied with training	
<input type="checkbox"/> Death in family	Death certificate (in English)
<input type="checkbox"/> Family member has serious or severe illness	Medical certificate (in English)
<input type="checkbox"/> Involved in legal or court action	Police or Court Record
<input type="checkbox"/> Victim of serious crime	Police Report
<input type="checkbox"/> Had an accident	Medical Certificate (In English)
<input type="checkbox"/> Pregnant	Medical Certificate (In English)
<input type="checkbox"/> Returning to home country	One-way airline ticket
<input type="checkbox"/> Visa refused	Refusal Letter
<input type="checkbox"/> Change in visa sub-class	Visa approval letter
<input type="checkbox"/> Other please specify	

_____ Date: _____

Student Signature

OFFICE USE ONLY	
Variation discussed with student:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Signature: _____	Date: _____
FINANCE TO COMPLETE	
Total Fees Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No total fees owing:	
Finance Officer Signature: _____	Date: _____
OPERATIONS HEAD TO COMPLETE	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comment:	
Return Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Course end date (if applicable):	
Completed units entered into relevant data base:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operatoins Head Name:	
Signature: _____	Date: _____
ADMINISTRATION TO COMPLETE	
<input type="checkbox"/> Notification sent to student	
<input type="checkbox"/> CoE amended (International Students only)	
<input type="checkbox"/> Class roll amended	
<input type="checkbox"/> Saved into student folder	
<input type="checkbox"/> Filed	
Administration Staff Name:	

SIGNATURE: _____ Date: _____