



# 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"/> <b>DEFER</b>	Deferment start date: Deferment end date:
<input type="checkbox"/> <b>SUSPEND</b> current enrolment	Start suspension date: Return date:
<input type="checkbox"/> <b>TRANSFER</b> to another course	
New Course Name:	
New course start date:	New course end date:
Name of campus:	
<input type="checkbox"/> <b>CANCEL/DECLINE</b> enrolment:	Cancel decline from date:
SUPPORTING DOCUMENTATION	
If applicable, please attach supporting documentation. Eg medical certificate	
REASON FOR DEFERRAL/SUSPENSION/TRANSFER/CANCELLATION/DECLINE	
Please tick the most appropriate box that gives the reason for your action	
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	

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Variation discussed with student:

☐ Yes☐ No

Comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FINANCE TO COMPLETE**

Total Fees Paid:

☐ Yes☐ No

If No total fees owing:

Finance Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OPERATIONS HEAD TO COMPLETE**☐ Approved☐ Not Approved

Comment:

Return Approved:

☐ Yes☐ No

New Course end date (if applicable):

Completed units entered into relevant data base:

☐ Yes☐ No

Operations Head Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADMINISTRATION TO COMPLETE**☐ Notification sent to student☐ CoE amended (International Students only)☐ Class roll amended☐ Saved into student folder☐ Filed

Administration Staff Name:

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

Vibe College

Vibe College is the trading name of Adore Education Pty Ltd

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