ENROLMENT VARIATION REQUEST FORM

You should complete this form if you want to:

1. Transfer from one AIC course to another AIC course
2. Complete a course early
3. Discontinue a course
4. Deferral or suspend a course or extend your course duration

Students must seek advice from the Director of Studies before submitting this form.

**Student details:**
Family name: ____________________________________
Given Name: ______________________________________
Student Number: __________________________________
Name of course: ___________________________________
Course start date: _________________________________
Course end date: _________________________________

1. **Transfer from one AIC course to another AIC course:**
   Name of new course: _______________________________
   Course start date: _______________________________

2. **Complete a course early:**
   Requested/intended date of completion: ______________

3 **Discontinue a course:**
   Reason for discontinuing course:
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

4. **Deferral/suspend a course or extend course duration:**
   Details of request, including relevant dates:
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
Reason for request (attach more pages if required):

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please attach any supporting documentation (e.g. medical certificate).

Notes:
• ‘Course’ refers to the total period as set out in your eCoE and/or Letter of Offer.
• Requests to defer/suspend a course or extend course duration will be granted only in cases of compassionate and compelling circumstances, as described in the Complaints and Appeals Policy and Procedure.
• There is no refund of fees or part thereof once you have commenced your course. All requests for refund must be made in writing on the Refund Request Form. Please refer to AIC’s Refund Policy for more information.
• Any change to your course duration or enrolment status will be reported to the Department of Immigration and Border Protection (DIBP) and may affect your student visa. Please contact DIBP if you require more information.

Student: I have read and understood the conditions relating to my request.

Signature:_________________________  Date:   /   /

Phone:____________________

Mobile:___________________

E-mail: ____________________