



COURSE VARIATION FORM

1. PERSONAL DETAILS

Student ID: _____ Course: _____
 Family name: _____ Given name: _____
 Current residential address: _____
 State: _____ Postcode: _____
 Contact phone number: _____ Email address: _____

2. COURSE VARIATION

- Defer or Postpone** my studies: ____/____/____ to ____/____/____ (new intake date)
- Suspend** my studies² from ____/____/____ to ____/____/____
- Request **Holiday** from ____/____/____ to ____/____/____
- Withdraw/Discontinue** my studies from ____/____/____
 - Withdrawal process fee is A\$250
- Transfer to another provider starting from** ____/____/____
 - Request Release No / Yes, if yes must attached offer letter/ eCOE from another provider- (Provider Transfer request form)
 - Withdrawal process fee is A\$250
- Complete my course early³ by ____/____/____

Reason for Variation:

“PLEASE READ THE CONDITIONS AND SIGN THE RELEVANT PART BEHIND THE FORM”

Conditions:

- Australian International College might inform Department of Home Affairs and this might affect the student visa.
- Evidence such as flight tickets, medical certificates, death certificates must be submitted with relevant requests.
- A fee of \$250 is applicable to process withdrawal and transfer requests. *Paying this fee does not guarantee that the requests will be approved.*
- For all requests to be processed, students must have paid all tuition fees up to the date of the request.
- All refunds are subject to Refunds Policy.
- All requests are subject to relevant Australian International College Policy.

Deferral requests

- Deferral requests can only be made before the commencement of the course and if the student is offshore.



Conditions (continued)

- Deferral requests can only be accepted if there are compassionate and compelling circumstances* defined in the policy or if there is a delay in receiving student visa.
- When a deferral is approved, the COE will be changed accordingly which might affect the student visa.

Holiday/Suspension requests

- Holiday and suspension requests can only be approved if there are compassionate or compelling circumstances* defined in the policy.
- Students can only apply for maximum 5 weeks of holiday. For holiday requests requiring more than 5 weeks, students need to apply for suspension.
- Suspension requests cannot be less than 5 weeks and more than 3 months.
- It is students' responsibility to catch up with the assessments scheduled during holiday/suspension period. Extra fees, such as late submission fee, reassessment fee, may apply at the end of the term/course. If required, Australian International College might organize extra support classes at the charge of students.

Withdrawal Requests

- Withdrawal requests can only be approved if there are compassionate and compelling circumstances* defined in the policy or if the student is returning home country for good or the student's student visa status has changed.

Transfer Requests

- In accordance with the National Code of Practice 2018, overseas students are restricted from transferring from their current provider prior to completing the first 6 months of their principle course of study. In packaged courses, principal course of study is the final course to be studied.
- Australian International College may only grant a release if some specific conditions defined in the Overseas Students Transfer Policy apply.

***Compassionate and Compelling Circumstances**

- In Australian International College policies compassionate and compelling circumstances include but not limited to:
 - Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
 - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
 - A traumatic experience, which could include; involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)

3. DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand and agree the conditions stated on this form and as specified in the relevant policies and procedures.

Student's signature: _____ **Date:** ____/____/____

OFFICE USE ONLY

Received by:		Received date: / /	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Name: _____ Signature: _____ Date: _____		
Recorded on SMMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	By:	
Outstanding fees checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	By:	
Student's File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	By:	
Prisms Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	By:	
Comments:			