



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

- Extend** my studies from: ____/____/____ to ____/____/____
- Defer or Postpone** my studies from: ____/____/____ to ____/____/____ (new intake date)
- Advance** my studies to ____/____/____ (new earlier start date)
- ¹**Suspend** my studies from ____/____/____ to ____/____/____
- Request ¹**Holiday** from ____/____/____ to ____/____/____
- ²**Withdraw/Discontinue** my studies from ____/____/____
 - Withdrawal process fee is A\$500 (***This fee is an application fee only and does not guarantee that the requests will be approved***)
- ³**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\$500 (***This fee is an application fee only and does not guarantee that the requests will be approved***)
- Complete my course early by ____/____/____

Reason for Variation: (Please provide a detailed explanation for your reasons)



Australian International College Pty Ltd
(Trading as: Australian International College)

ABN No: 17 122 041 267

RTO No: 41215: CRICOS Provider Code: 03456K

Address: Ground Floor, 38 College Street, Darlinghurst NSW 2010

Phone: 02 8057 0837

Email: admin@aic.nsw.edu.au Web: www.aic.nsw.edu.au

3. DECLARATION

I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments.

If any information is false or has been withheld I accept that this may cause cancellation of my enrolment and/or further consequences.

Student Signature:

Date:

'PLEASE READ THE FOLLOWING CONDITIONS CAREFULLY'

4. CONDITIONS

- In some cases, AIC might inform the Department of Home Affairs in line with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 which may adversely affect the student's visa.
- Evidence such as flight tickets, medical or death certificates must be submitted with relevant requests.
- A fee of **\$500** 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 policy.
- It can take up to 10 working days to process the requests.

Deferral requests

- Deferral requests can only be made before the commencement of the course.
- 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. Australian International College is not responsible for any possible inconsistency between the duration of CoE and student visa.

Advancement requests

- Advancement requests can only be made before the commencement of the earlier intake date.
- Advancement 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 an advancement is approved, the CoE will be changed accordingly which might affect the student visa. The college is not responsible for the problems which might be caused by the inconsistency between the duration of the CoE and student visa.

¹Holiday/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, the college might organize extra support classes at the charge of students.

²Withdrawal Requests

- Withdrawal requests can only be approved if there are compassionate and compelling circumstances* as listed below, if the student is returning to their home country for good or if the student's student visa status has changed.
- Withdrawal requests will only be approved if the student has completed his/her first 6 months of the principal course. The primary course is the last course the student is enrolled in. For example: If you are



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enrolled in a certificate IV, then a diploma and then the advanced diploma – the principal course is the advanced diploma.

- If the student has not completed the first 6 months of his/her principle course, the student, at the discretion of the college, may withdraw if the student meets **ALL** of the following conditions, being:
 - The student has met academic progress requirements, and
 - The student has met attendance requirements, and
 - The student up to date with his/her tuition fees, and
 - The student has provided a letter from another registered provider confirming that a valid enrolment offer has been made, and
 - Exceptional circumstances relating to the change in student’s study and career goal which require changing the education provider were satisfied by the college.

³Transfer 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.
- The college may only grant a release if some specific conditions defined in the Overseas Students Transfer Policy apply. Please contact Student Services if you need more information.

Extension Requests

- Extension requests may be approved if students cannot finish their course within expected duration
- It is students’ responsibility to seek advice about possible effect of CoE extension on their student visa and to take required action.
- CoE issue fee and extra tuition fees might apply.

***Compassionate and Compelling Circumstances**

- In 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)

OFFICE USE ONLY

Received by:		Received date: / /	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected		Name:	Date:
		Signature:	
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:			