



Educating for Excellence

Australian Ideal College

RTO No.: 91679 | CRICOS Provider Code: 03053G
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Course Variation Request Form

PART A: STUDENT DETAILS

Family Name				Given Names	
Student ID		Mobile		Email	
Residential Address	State		Postcode	Country	

PART B: COURSE DETAILS (Please fill in the initial course you are currently enrolled)

Initial Course Name		Start Date		Finish Date	
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PART C: COURSE VARIATION REQUEST DETAILS (Please tick your request below)

Change my course from	name of the course currently enrolled	to	name of new course
Defer my course from	course initial Date/Month/Year on eCoE	to	new start Date/Month/Year
Transfer my campus from	your current campus	to	the campus you transfer to
Suspend my course from	suspension start Date/Month/Year	to	suspension finish Date/Month/Year
Extend my course from	Date/Month/Year	to	Date/Month/Year
Withdraw/Release from	Date/Month/Year to stop attending class		
Briefly describe the reason			
Supporting documents provided			

STUDENT DECLARATION: I, the undersigned, hereby solemnly declare that I have read and understood the policy and procedure in regards to deferment, suspension and cancellation and all information and documents provided are true and genuine.

I understand that I will have to pay any of the applicable fees incurred in the items (tick) below to fulfil my application or enrolment process. If I am overseas waiting for the outcome of my visa application, to speed up the application process, I agree to pay the tuition fee shortfall or CoE revision fee upon my arrival in Australia or in the worst scenarios if my visa gets rejected, I agree AIC can deduct the amount from my tuition fee to be refunded.

CoE revision charge:\$100 per CoE Change of campus:\$100 Tuition fee shortfall:\$ Others:\$

Student's Signature _____ **Date** _____

NOTE: AIC will notify the Department of Education and Department of Home Affairs via PRISMS for student's course variation. This action automatically alerts DHA, who has the discretionary power to cancel a student visa if AIC defers or suspends the studies of a student based on fraudulent/misleading evidence relating to the deferral/withdrawal, or reasons other than genuine compassionate or compelling circumstances or if these circumstances have ceased to exist.

OFFICE USE ONLY:

Received by _____ (staff signature)	Date _____
Fees owing to AIC: \$ _____	Paid _____ Not Paid _____
Outcome: Approved _____ Refused _____	
Comment: _____	
Signature of Manager in charge _____	Date _____
Outcome notified to student by email	Yes _____ No _____ (staff signature)
DET and DHA notified via PRISMS	Yes _____ No _____ (staff signature)
Diary on RTOManager system updated	Yes _____ No _____ (staff signature)