Educating for Excellence

Australian Ideal College

RTO No.: 91679 | CRICOS Provider Code: 03053G
Sydney Campus: Levels 7 & 8, 75 King Street Sydney NSW 2000 Australia
Adelaide Campus: Level 3, 7 James Place Rundle Mall Adelaide SA 5000 Australia
Hobart Campus: GRD, 116 Murray Street Hobart TAS 7000 Australia
T: +61-2-9262 2968 (Sydney) |+61-8-8123 5780 (Adelaide) | +61-3-62312141(Hobart)
E: info@aic.edu.au | W: www.aic.edu.au

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 course you are currently enrolled)

Course Name		Start Date		Finish Date	

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)