



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 ____/____/____
- Advance** my studies to ____/____/____ (new earlier start date)
- Defer or Postpone** my studies from ____/____/____ to ____/____/____ (new intake date)
- Suspend** my studies from ____/____/____ to ____/____/____
- Request **Holiday** from ____/____/____ to ____/____/____
- Withdraw/Discontinue** my studies from ____/____/____
- Withdrawal application fee is A\$500 (**This fee is an application fee only and does not guarantee that the requests will be approved**)
- 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 application fee is A\$500 (**Paying this fee 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)

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

- Sydney College 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 certificates, death certificates must be submitted with relevant requests.
- A fee of **\$500** is applicable to process withdrawal and transfer requests. **This fee is an application fee only and does not guarantee that the requests will be approved.**
- A fee of **\$50** per CoE **may** be applicable for other variations to the CoE. This will be decided on an individual basis, based on the circumstances of the application. No fee will be charged if the variation is not 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 Sydney College 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. The college is not responsible for the problems which might be caused by the inconsistency between the duration of the 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.

Suspension requests

- Suspension requests can only be approved if there are compassionate or compelling circumstances* defined in the policy.
- Students can only apply for maximum 3 months of suspension
- Where a suspension request is approved, the student's CoE might be extended. In those cases, it is students' responsibility to seek advice about the effect of CoE extension on the student visa.

Withdrawal 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 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 sector were satisfied by the college.



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.
- Sydney 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.

Compassionate and Compelling Circumstances

- In Sydney 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)

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:			