



**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 studies from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_
- Withdraw/Discontinue** my studies from \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Withdrawal process fee is A\$250 (*Paying this fee does not guarantee that the request 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 process fee is A\$250 (*Paying this fee does not guarantee that the request will be approved*)
- Complete my course early** by \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reason for Variation:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 CONDITIONS ON THE NEXT PAGE’**



**4. CONDITIONS**

- In some cases, NSW International English College will 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 NSW International English 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.

**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, NSW International English 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.
- NSW International English College may only grant a release if some specific conditions defined in the Overseas Students Transfer Policy apply.

**\*Compassionate and Compelling Circumstances**

- In NSW International English 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**

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