

Please attach any supporting documents



# STUDENT COURSE VARIATION FORM

Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact address: \_\_\_\_\_

Current course: \_\_\_\_\_

### REQUEST(S)

Transfer<sup>1</sup> from: \_\_\_\_\_ to: \_\_\_\_\_  
on [date - DD/MM/YYYY] \_\_\_\_\_

Defer [delay] the start of my course from \_\_\_\_\_ until \_\_\_\_\_

Suspend<sup>2</sup> [temporarily stop my studies] from \_\_\_\_\_ until \_\_\_\_\_

Withdraw from my course<sup>3</sup> [finish] on [date - DD/MM/YYYY] \_\_\_\_\_

Withdraw my application [before course start]<sup>3</sup>

Other \_\_\_\_\_

1. Additional fees may apply  
2. Refer to Deferment, Suspension & Cancellation Policy on [apc.edu.au](http://apc.edu.au) / [www.schs.nsw.edu.au](http://www.schs.nsw.edu.au) for conditions. eCoE fees apply.  
3. Refer to Student Transfer Request Policy on [www.apc.edu.au](http://www.apc.edu.au) / [www.schs.nsw.edu.au](http://www.schs.nsw.edu.au) for conditions if you are in the first 6 months of your primary course. Please note cancellation fees [\$500] apply if you withdraw from your course after week 7 of the current term.

### DOCUMENT REQUEST(S)

I would like to request a Letter of Release

Other \_\_\_\_\_

### HOMESTAY/AIRPORT PICK-UP (fees apply)

	Sydney	Brisbane
I would like Airport Pick-up	<input type="checkbox"/>	<input type="checkbox"/>
I would like Airport Drop-off	<input type="checkbox"/>	<input type="checkbox"/>
I would like the college to arrange Homestay for me	<input type="checkbox"/>	<input type="checkbox"/>

### REASON

- Change of Visa Type
- Change provider
- Medical reason or personal issues
- Return to home country
- Other

### ADDITIONAL ENROLMENTS - Office use only

- Course \_\_\_\_\_
- Start date[DD/MM/YYYY] \_\_\_\_\_
- Duration \_\_\_\_\_
- School/Campus \_\_\_\_\_
- Session \_\_\_\_\_
- Transfer Fees from Enrolment \_\_\_\_\_
- Additional fees \$ \_\_\_\_\_

^ Where my new enrolment is at one of the college's partner schools, I give permission my details [relevant to my new enrolment] to be forwarded to the enrolment officer at that institution.

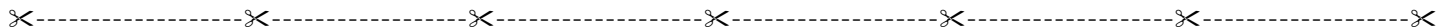
### DECLARATION

I declare that the above is a true statement to the best of my knowledge and that by signing below I agree not to make any further claims against English Unlimited for any compensation, financial or otherwise. I take full responsibility for this decision and understand that English Unlimited will inform the relevant Government bodies and departments of my decision to change my enrolment status.

Date [DD/MM/YYYY]: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Guardian's signature: \_\_\_\_\_  
[If student under 18]



Student's name: \_\_\_\_\_ Student number: \_\_\_\_\_

Request: \_\_\_\_\_ Date [DD/MM/YYYY]: \_\_\_\_\_ Received by: \_\_\_\_\_