

ENROLMENT VARIATION FORM

Student Details:

Surname: _____ Given Name(s): _____
Course Name: _____
Student No: _____
Contact No: _____
Email: _____

PLEASE DO NOT FORGET TO SIGN AT THE BOTTOM OF THIS PAGE OR THE FORM WILL NOT BE PROCESSED

VARIATION

Please provide your reason(s) for your variation of studies at TriSector:

PLEASE TICK BOX:

Withdrawal from Course
Repeat
Deferral*
Change to another course*
Change of commencement date*
Change of Schedule 1st time
Change of Schedule 2nd time onwards*
Other*

ATTACHED SUPPORTING DOCUMENTS & FEES:

Medical Certificate
Flight Itinerary
Offer letter
\$100.00 processing fee

Please provide details of the reason a variation is requested:

* Student is required to pay a processing fee of \$100.00

CONDITIONS

- I agree that all terms and conditions are as per my original enrolment.
- Students requesting for deferral and then later requesting for withdrawal under the Refund policy will be based on the start date of the original enrolment.
- Course Variations will take up to 5 working days to complete when you have submitted supporting documents.
- Deferral requests must attach relevant documents as evidence.
- Release letter will be given only if the application is approved and all outstanding fees are paid.

Student's Signature: _____

Date: _____

Course Variations will take up to 5 working days to process from the date the completed form and supporting documents have been received.

ENROLMENT VARIATION FORM RECEIPT

Receipt Stamp

Approved / Declined

Outstanding fee No/ Yes

Compliance & Student Services Manager:

Date:

Reason if declined:

Action required if approved:

- Send email to student
- Update Student Management System
- Update fees
- Update CoE/Offer Letter/Schedules