

# ENROLMENT VARIATION FORM

**Student Details:**

**Name:**

**Course Name:**

**Student No:**

**Contact No:**

**Address:**

**Email:**

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

PLEASE TICK BOX:		ATTACHED SUPPORTING DOCUMENTS & FEES:	
Withdrawal from Course			
Repeat			
Deferral*		Medical Certificate	
Change to another course*		Flight Itinerary	
Change of commencement date*		Offer letter	
Change of Schedule 1 <sup>st</sup> time			
Change of Schedule 2 <sup>nd</sup> time onwards*		\$100.00 processing fee	
Other*		Recommended by	
		Signed by	

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

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

## 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.

**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 - finance
- Update CoE/Offer Letter/Schedules