

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 st time			
Change of Schedule 2 nd 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