

This form **MUST** be completed **BEFORE** we can make **ANY** change to a student's enrolment.

### Student Details

<b>First Name:</b>		<b>Family Name:</b>		<b>ID:</b>	
<b>Current Course:</b>					
<b>Commencement Date:</b>		<b>CoE No.</b>			
<b>Agent Details:</b>					

### Reason for Variation

<input type="checkbox"/> <b>Change of Commencement Date</b> <b>Note:</b> Changes to course commencement/completion dates MAY require an extension to visa, fees payable to DHA.	
From:	To:
<input type="checkbox"/> <b>Change to another course at Skills Australia Institute</b> <b>Note:</b> Changing your original enrolment will mean that your original enrolment is cancelled and the refund policy will apply. It will be at the discretion of Skills Australia Institute, as to value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what you are entitled to under the Refund Policy.	
From:	
To (include proposed commencement date):	
<input type="checkbox"/> <b>CANCEL Enrolment</b> <b>Note:</b> <i>Cancellation of enrolment</i> may affect your visa; Student MUST report to DHA to confirm their visa status. Skills Australia Institute's Refund and Cancellation Policy WILL apply to ALL applications for Cancellation. Student entitled to a Refund, must also complete the Refund Application Form.	
From Date:	
<input type="checkbox"/> <b>Request to transfer to another RTO</b> <b>Note:</b> Changes to your enrolment may affect your visa; Student MUST report to DHA to confirm their visa status	
<b>RTO Name:</b> (Please attach Letter of Offer from NEW RTO)	
<input type="checkbox"/> <b>Other (please specify):</b>	
<b>Detailed Reason (must be completed)</b>	

### Conditions

- I agree that all terms and conditions are as per my Student Agreement, contained within my Letter of Offer
- Skills Australia Institute's Cancellation and Refund Policy will apply to all cancellations and variations
- I understand that changing my original enrolment will mean that my original enrolment is cancelled and the Refund and Cancellation policy will apply. It will be at the discretion of Skills Australia Institute, as to value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what I would be entitled to under the Refund Policy.
- I understand that should I want to cancel this course variation at any time or request any additional alternations to the information supplied above, an administration fee of \$100 MAY apply.
- I understand that Course Variations may take up to 10 working days to complete.
- I understand that Skills Australia Institute will send me an email confirming the details of my variation, to the address provided herein.
- By signing this form I agree that I have read and understood the Note applicable to my Course Variation, and the conditions outlined herein.

<b>Name:</b>  <b>Signed:</b>	<b>Date:</b>
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Student Services Actions				
Application registered within eBecas	<input type="checkbox"/>	Date:	Staff Initials	
Application reviewed and has been fully completed (If not return application to student with instructions for completion)	<input type="checkbox"/>	Date:	Staff Initials:	
Application and supporting documents forwarded to CEO for review	<input type="checkbox"/>	Date:	Staff Initials:	
<b>Application and supporting documents attached</b>			Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Prepare application for CEO consideration</b>				
SAI authorised staff member investigate action and recommendations based on evidence reviewed				
<b>CEO Consideration</b>				
CEO Review/Comments				

<b>CEO Decision</b>	
<div style="margin-bottom: 10px;"> <input type="checkbox"/> Approved           <input type="checkbox"/> Not Approved (provide comments below)         </div> <div style="height: 150px; border: 1px solid #ccc; margin-top: 10px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Name: _____</p> <p>CEO Signature: _____</p> </div> <div style="width: 45%; text-align: right;"> <p>Date: _____</p> </div> </div>	