

APPLICATION FOR ENROLMENT VARIATION REQUEST - INTERNATIONAL



Important Information for Students

This application must be submitted to studentservices@aiwt.edu.au with relevant documents attached. Processing Time is ten (10) working days on email receipt. Please be aware that students on a Student Visa (CRICOS) attract a \$ 250.00 variation fee for every course variation request.

Section A – Personal Details								
AIWT Student ID Number								
Family Name				Given Name				
Address				Email				
Section B – Transfer Details								
What is your current course of study?								
Are you changing your course of study?				<input type="checkbox"/> Yes <input type="checkbox"/> No				
If you are changing course of study, what course are you changing to?								
Are you changing the status of Type of Student?				<input type="checkbox"/> Yes <input type="checkbox"/> No				
If you are changing the status of Type of Student, what is your future status?								

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Special Notes:

Section E – Student Declaration

- ☐ I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.
- ☐ I understand that if my application is approved:
 - My current student file will be closed, a Statement of Attainment issued and after the Acceptance of a new Letter of Offer I am enrolled as a “new Type of Student” in the relevant course.
 - I am aware that the adjusted course fees are outlined in the Letter of Offer and are applicable from the next study period onwards.
 - I am aware that I am fully liable for any outstanding fees
 - If I am on a Student Visa, my Confirmation of Enrolment (CoE) will be cancelled
- ☐ If I am under 18 years of age, my legal guardian must sign this form.

Student Signature: _____ Date: _____

Legal Guardian Signature: _____ Date: _____

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OFFICE USE ONLY

Assessment of Application

Has transfer has been approved? If rejected what is the reason?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer
Application has been submitted complete with relevant evidence if required.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer
Variation fee has been invoiced and paid.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer
Agent has been informed.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
New Letter of Offer has been issued and Acceptance has been returned.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer
COE has been amended on Prisms.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer
Accounts has been informed and invoices have been adjusted.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer
Trainer and Compliance have been informed.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer