

# APPLICATION FOR ENROLMENT VARIATION REQUEST



## Important Information for Students

This application must be submitted to [studentservices@aiwt.edu.au](mailto: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 \$ 150.00 variation fee for every course variation request.

Section A – Personal Details							
AIWT Student ID Number	2	0	1	0			
Family Name				Given Name			
Address				Email			
Section B – Transfer Details							
Type of Student				<input type="checkbox"/> Student Visa Student (International) <input type="checkbox"/> Domestic Full Fee-Paying Student <input type="checkbox"/> Domestic Trainee <input type="checkbox"/> Domestic PIT Funded Student			
What is your current Course of Study?  Are you changing your Course? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you changing the status of Type of Student? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>What is your future Status?.....</u> Student Visa Students must supply their new Visa with this application			
Special Notes:							

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## 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: \_\_\_\_\_

### OFFICE USE ONLY

#### Assessment of Application

Application has been submitted complete with relevant evidence	Yes/ No	Officer
\$ 150.00 Variation fee has been invoiced and paid	Yes/No	Officer
Transfer has been approved If rejected what are is reasons?	Yes/ No	Officer
Student file has been closed and a SoA has been issued	Yes/ No	Officer
<b>If Student Visa holder:</b> <input type="checkbox"/> New Visa has been checked <input type="checkbox"/> CoE has been cancelled on Prisms	Yes/ No	Officer
Student File has been closed and a SoA has been issued	Yes/No	Officer
New Letter of Offer has been issued and Acceptance has been returned	Yes/No	Officer
Accounts has been informed and invoices updated and/or adjusted	Yes/No	Officer
Welcome Letter has been sent to Student (if applicable)	Yes/No	Officer