

## F001 – COURSE VARIATION REQUEST FORM

### Section A : Student Details

First Name		Family Name	
Contact Number		Student Number	
Date of Birth		Contact Email	
Address			

### Section B : Agent Details

Company		Agent Name	
Contact Number		Contact Email	

### Section C : Currently Enrolled Course(s) – maximum three (3)

Number	Course Code	Course Name	Campus	Start Date	End Date	Tick (✓) which course you want to vary
#1						
#2						
#3						

### Section D : Variation Request (tick relevant options)

Request Type	<input checked="" type="checkbox"/>	Reason	<input checked="" type="checkbox"/>
Cancellation		Compassionate/Compelling circumstances	
Deferral		Transferring to another provider	
Suspension		Course progress/intervention strategy	
Extension		Personal decision	
Course Change (complete <b>Section E</b> )			

Provide a full background and explanation of your reason in the space below:

New start date (deferrals only): \_\_\_\_/\_\_\_\_/\_\_\_\_

Period (suspensions only): \_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

New end date (extensions only): \_\_\_\_/\_\_\_\_/\_\_\_\_

Section E : New Course Selection (for course change requests)					
Course Code	Course Name	Campus	Start Date	End Date	Tick (✓) which course you want to vary

Section F : Evidence Register		
<i>Note: If no evidence is attached, your request will <u>not</u> be considered</i>		
Title of document	Reason for inclusion	Checked by CB staff ✓

## Terms and Conditions

All course variation requests will be assessed in line with Charlton Brown's publicly available policy on Deferring, Suspending, Extending or Cancelling International Student Enrolments. This request form **must** be accompanied by supporting evidence to support the reasons for making the request. I understand that:

- Changes to enrolment will incur a fee
- If outcome is Not Yet Competent after paid attempt. I will need to enrol in the unit again
- the application may require up to **seven (7) days** to be processed;
- if changing courses, the application will not be finalised until Charlton Brown receives all required further documents (e.g. new signed Letter of Offer) **within 14 days**.
- I will receive a written response outlining the approval or rejection of this request;
- approval of this request may result in a variation to my confirmation(s) of enrolment;
- no suspensions or extensions can be approved for a period of more than four (4) months, even if accompanied by compassionate/compelling evidence; if the request is for longer than four (4) months, I will be required to undergo a re-enrolment process;
- I have accepted all terms and conditions as stated above and in the student handbook.

**Student Signature:**

**Date:**

**Form received by (staff member name):**

**Staff member signature:**

