



Standard Operating Procedure

Checklist for applying course variation (Suspension, Deferral and Cancellation)

Definition of Course variation:

- Deferral, the student can apply for deferral **before the course commencement date** for any compelling and compassionate reason.
- Suspension, the student can apply for suspension **during the studies** with any compelling and compassionate reason.
- Cancellation, the student can request cancellation **before or during the studies** for any compelling and compassionate reason.

*\$250 administration fee will be applied

You will need to:

- Download and complete the Course variation form (CVF) from the official website.
- Return the completed CVF with the supporting document to student service team. (Email request will NOT be considered)
- Pay any outstanding fee, please check your financial balance with us and pay any outstanding fee.
- Pay for \$250 administration fee once your request has been approved.

*Request will be processed once admission has received ALL the required document. The student needs to provide the supporting documentation within 7 working days from the date you have lodged the request, or the request will be rejected.

Supporting document including but not limited to:

1. return flight ticket.
2. medical certificate with the unfit period
3. New Letter of offer from the other provider
4. New visa granted letter.
5. Address proof

Please kindly contact our student service team for assistance.