



Enrolment Variation form

Please select the applicable Registered Training Organisation

Everthought College of Construction (RTO Code: 51681 CRICOS Code: 02898C) Everthought Education (RTO Code: 32438)

Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Other
Given Name			Surname			
Student Number			Phone Number			
Date of Birth			Email address			
Address						
State			Postcode			
Current Course Code and Name:						

Request Details

Reason for Variation (Select any one or more)	<input type="checkbox"/> There are compassionate or compelling circumstance (attach evidence)
	<input type="checkbox"/> An intervention strategy has been implemented, or is in the process of being implemented, for the student who is at risk of not meeting course progress requirements.
	<input type="checkbox"/> Transition to new qualification
	<input type="checkbox"/> An approved deferral or suspension of the overseas student's enrolment has occurred.
	<input type="checkbox"/> Request to Change course
New Course Code and Name:	

Expected date of change	
Will the course end date be affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide reasons below for your request (Evidence may be requested)

Declaration

By signing the below, I confirm that:	
I have provided accurate and complete information	
I acknowledge and understand that the provision of incorrect information may lead to cancellation of my enrolment and may affect my student visa. (Only applicable to CRICOS students)	
Student Signature:	Date:

**For Parents/ legal guardians of children** *(Consent required if the student is Under 18)*

I declare that I am the legal guardian of the above-mentioned child or children.

Full Name:

Signature:

Date:

Office Use Only

Student Services Officer Name:

Application approved Yes No *(If no give reason)*

Where applicable has the following been actioned?

Date

Signature

Student Notified

 Yes No N/A

Student management system updated

 Yes No N/A

PRISMS updated

 Yes No N/A

Accounts notified of change

 Yes No N/A

Trainer notified of change

 Yes No N/A

Agent Notified

 Yes No N/A

Any comments: