

Enrolment and Variation Form

Student Details

Surname _____ Given Name _____

Contact Number _____ Email _____

Course Enrolled _____

International Student Yes ☐ No ☐

Purpose of this application - This form is for enrolment and academic variations

☐ Change of commencement date

☐ Deferral

☐ Change to another course

☐ Withdrawal from course

☐ Repeat - Partial course

Amount Due: _____

☐ Repeat - Full course

☐ Intervention Strategy – course extension

Amount Due: _____

☐ Other: _____

Reason (You may be required to attach further documentation, e.g. International student must provide offer letter from new education provider when withdrawing from AILFE)

I have read and understood the notices on this form. I declare that all the information provided within is true and correct.

I understand that approved variations may affect my CoE and my student visa. I remain responsible for meeting course progress and attendance requirements under my visa conditions. AILFE will report required changes in PRISMS and notify me by email.

I consent to AILFE communicating with me electronically (email, SMS, student portal) regarding this request and for information being managed in line with AILFE's Privacy Policy.

I understand my information may be shared with government agencies, regulators and other authorized agencies for compliance reporting.

Student Signature _____ Date _____

Legal Guardian Signature (if student under 18) _____ Date _____

Type	Forms	Next Revision Date	15.12.2025	Document Owner	Admissions Manager
Version	2.2	Date Amended	15.12.2024	Original Issue Date	07.05.2014
Title	Enrolment Variation Form Australian Institute of Language and Further Education RTO: 41041 CRICOS: 03402B				
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IMPORTANT NOTICE

- The administration fee of this application is \$100. This fee is non-refundable.
- Ensure that all the supporting documents (if applicable) are attached with this application.
- An AILFE staff member will contact you to arrange an appointment or an email will be sent for further information. Please allow a minimum of 5 working days for a reply.
- Student must be aware of AILFE privacy policy which is available on AILFE website www.ailfe.wa.edu.au. AILFE may contact student via the registered email/phone about this request.
- If you require assistance completing this form due to language, literacy, numeracy, or accessibility needs, please contact Student Services for Support.

OFFICE USE ONLY

Decision: Approved / Declined / Partially approved

Remarks

Received by _____ Date _____

Approved by _____ Date _____

Procedure	Date	Responsible Staff	Action
Form Received & Recorded in Tracking Sheet			
Admin fee \$100 Paid			
Student Management System Registration Updated			
CoE/PRISMS Updated			
Timetable Updated			
Instalment Plan Updated			
Class Roll Updated (incl comments & result sheet)			
Fees Updated (Finance Dept)			

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