

Enrolment and Variation Form

Student Details

Surname _____ Given Name _____

Contact Number _____ Email _____

Course Enrolled _____

International Student Yes No

Purpose of this application

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.

Student Signature _____ Date _____

IMPORTANT NOTICE

- The administration fee of this application is \$100.
- 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.

Type	Forms	Next Revision Date	01.10.2017	Document Owner	Admissions Manager
Version	2.0	Date Amended	15.12.2017	Original Issue Date	07.05.2014
Title	Enrolment Variation Form		RTO: 41041	CRICOS: 03402B	
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OFFICE USE ONLY

Remarks

Received by _____ Date _____

Approved by _____ Date _____

Office Use Only:

Procedure	Date	Responsible Staff	Action
Form Received & Recorded in Tracking Sheet			
Admin fee \$100 Paid			
VETtrak 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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