



Enrolment Variation Request Form

You should complete this form if you want to:

1. **Defer** your start date (postpone your start date to a later time)
2. **Suspend** your studies and move your course end date to another time
3. **Cancel** your enrolment and finish a course early
4. **Transfer** from one Australasia Language College course to another Australasia Language College course

Students can seek advice from the Director of Studies before submitting this form.

Part A: Student Details

First Name		Family name	
Student ID number:			
Phone No.		Email	
Course Name			
Starting Date		Finish Date	

1. Defer your course start date:

Current start date		New start date	
Reason for deferring your course			

2. Suspend your studies:

Last day of study		Recommence date	
Reason for suspending your studies			



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3. Cancel your course:

When do you wish to cancel your course?	
Reason for cancelling your course	

4. Transfer from one course to another (ALC):

Current course		New course:	
When would you like to start this new course?			

Part B: NOTES

- A 'Course' refers to the total period as set out in your electronic Confirmation of Enrolment (eCoE) and/or Letter of Offer (LOO).
- Requests to defer/suspend a course will be granted only in cases of compassionate and compelling circumstances, as described in the College's Deferral, Suspension & Cancellation Policy and Procedure.
- There is no refund of fees or part thereof once you have commenced your course. All requests for refund must be made in writing on the Refund Request Form. Please refer to Australasia Language College's Refund Policy for more information.
- The College will notify you of the outcome of your Variation Request in writing using the email address supplied by you within 10 working days of the date of submission of this form.
- Any change to your course duration or enrolment status will be reported to the Department of Immigration and Border Protection (DIBP) and may affect your student visa. Please contact DIBP if you require more information.
- This form, its contents and all attachments will be shared with the Marketing Officer, student's education agent, Administration and Admissions officers of ALC. The student consents to the disclosure of this information in order to process this enrolment variation request.

Student: I have read and understood the conditions relating to my request.

Signature	Date	
	Mobile	
	E-mail	

Global Education Ministry Incorporated T/A Australasia Language College

ABN: 49 829 747 737

Sydney Campus: Level 14, 233 Castlereagh Street, Sydney, NSW 2000 | Sydney Campus: Level 5, 307 Pitt Street, Sydney, NSW 2000
Telephone: +61 2 8278 7233 | Email: info@alcollege.edu.au | Web: www.alcollege.edu.au | CRICOS Provider Number: 02966G



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Part C: STUDENT AGREEMENT

An approved Enrolment Variation Request that requires a change to your Confirmation of Enrolment (CoE) will incur an administration fee of AU\$50 per CoE. This administration fee is payable for each approved Enrolment Variation Request submitted by you if your request requires your CoE to be adjusted.

	The information provided by me is true and correct		
	I have read and understand the information in this form		
	I have attached supporting document as required by the form		
Signature		Date	

AUSTRALASIA LANGUAGE COLLEGE USE ONLY

This section must be authorised by a ALC Student Services Officer. Place copy of this form in the student file. Has the Variation Request been approved? YES / NO

Signature		Date	
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PRIVACY STATEMENT

Australasia Language College is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, the Department of Immigration and Border Protection pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Australasia Language College holds about you.