Sydney International Academy Pty, Ltd t/a Australian Centre of English
Level 2, Hyde Park Plaza Hotel. 38 College Street, Darlinghurst, NSW 2000
PO Box 41 Darlinghurst, NSW 1300
ABN: 17 121 012 940 CRIOS Provider Code: 02871C
+61 2 8959 2717 admin@ace.nsw.edu.au ace.nsw.edu.au

COURSE VARIATION FORM

1. PERSONAL DETAILS

Student ID: _____ Course: _____

Family name: _____ Given name: _____

Current residential address: _____

State: _____Postcode: _____

Contact phone number: _____Email address: _____

2. COURSE VARIATION

☐ **Defer or Postpone** my studies: _____/_____/_____to_____/_____/_____ (new intake date)

☐ **Advance** my studies to _____/_____/_____ (new earlier start date)

☐ **Suspend** my studies from _____/_____/_____ to _____/_____/_____

☐ **Withdraw/Discontinue** my studies from _____/_____/_____

- ☐ Withdrawal process fee is A$250 (***Paying this fee does not guarantee that the request will be approved***)

☐ **Transfer to another provider starting from** _____/_____/_____

- ☐ Request Release ☐ No / ☐ Yes, if yes must attached offer letter/ eCOE from another provider- (Provider Transfer request form)
- ☐ Withdrawal process fee is A$250 (***Paying this fee does not guarantee that the request will be approved***)

☐ **Complete my course early** by _____/_____/_____

Reason for Variation:

_____

_____

_____

_____

_____

_____

_____

3. DECLARATION

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I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments.
If any information is false or has been withheld I accept that this may cause cancellation of my enrolment and/or further consequences.

Student Signature: **Date:**

4. CONDITIONS

- ☐ In some cases, Australian Centre of English will inform Department of Home Affairs and this might affect the student visa.
- ☐ Evidence such as flight tickets, medical certificates, death certificates must be submitted with relevant requests.
- ☐ A fee of $500 is applicable to process withdrawal and transfer requests. *Paying this fee does not guarantee that the requests will be approved.*
- ☐ A fee of $50 per CoE may be applicable for other variations to the CoE. This will be decided on an individual basis, based on the circumstances of the application. No fee will be charged if the variation is not approved.
- ☐ For all requests to be processed, students must have paid all tuition fees up to the date of the request.
- ☐ All refunds are subject to Refunds Policy.
- ☐ All requests are subject to relevant Australian Centre of English Policy.
- ☐ It can take up to 10 working days to process the requests.

Deferral requests

- ☐ Deferral requests can only be made before the commencement of the course.
- ☐ Deferral requests can only be accepted if there are compassionate and compelling circumstances* defined in the policy or if there is a delay in receiving student visa.
- ☐ When a deferral is approved, the COE will be changed accordingly which might affect the student visa.

Advancement requests

- ☐ Advancement requests can only be made before the commencement of the earlier intake date.
- ☐ Advancement requests can only be accepted if there are compassionate and compelling circumstances* defined in the policy or if there is a delay in receiving student visa.
- ☐ When an advancement is approved, the CoE will be changed accordingly which might affect the student visa. The college is not responsible for the problems which might be caused by the inconsistency between the duration of the CoE and student visa.

Holiday/Suspension requests

- ☐ Holiday and suspension requests can only be approved if there are compassionate or compelling circumstances* defined in the policy.
- ☐ Students can only apply for maximum 5 weeks of holiday. For holiday requests requiring more than 5 weeks, students need to apply for suspension.
- ☐ Suspension requests cannot be less than 5 weeks and more than 3 months.
- ☐ It is students' responsibility to catch up with the assessments scheduled during holiday/suspension period. Extra fees, such as late submission fee, reassessment fee, may apply at the end of the term/course. If required, Australian Centre of English might organize extra support classes at the charge of students.

Withdrawal Requests

- ☐ Withdrawal requests can only be approved if there are compassionate and compelling circumstances* defined in the policy or if the student is returning home country for good or the student's student visa status has changed.

Transfer Requests

- ☐ In accordance with the National Code of Practice 2018, overseas students are restricted from transferring from their current provider prior to completing the first 6 months of their principle course of study. In packaged courses, principal course of study is the final course to be studied.
- ☐ Australian Centre of English may only grant a release if some specific conditions defined in the Overseas Students Transfer Policy apply.

****Compassionate and Compelling Circumstances***

- ☐ In Australian Centre of English policies compassionate and compelling circumstances include but not limited to:
  - Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
  - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)

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- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
- A traumatic experience, which could include; involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)

OFFICE USE ONLY		
Received by:	**Received date:** / /	
☐ **Approved** ☐ **Rejected**	**Name:** **Signature:**	**Date:**
Recorded on SMMS:	☐ Yes ☐ No	By:
Outstanding fees checked	☐ Yes ☐ No	By:
Student's File Updated:	☐ Yes ☐ No	By:
Prisms Updated:	☐ Yes ☐ No	By:
Comments:		