TKL COLLEGE

Training for Knowledge and Livelihood

RTO Code: 45509 | CRICOS Code: 03770M

REQUEST FOR COURSE VARIATION FORM

To be filled out and tick (√) the options by the Student and submitted to the Administration Department			
Student Name		Student ID number	
Address			
Current Course			
Email		Telephone/mobile	
Change of Course			
New course 1		Course Start Date	
New course 2		Course Start Date	
New course 3		Course Start Date	
Re-enrol inactive student to		**Change/ Defer of commencement date**	
Course		Current Start Date	
New Start Date		Current Start Date	

Describe the reasons of change variation:

Evidence to support your application (medical certificate and letters or other information):

Course Variation Policy: Important Information

- You must submit your request in writing
- Requests for deferral must be submitted in advance for processing before the course expiry date.
- You must be up to date with course fees at the time of the request.
- If your request is successful, you will be required to pay an administration fee $250 and course tuition fees (if applicable).
- Changes that affect your student visa will require a new letter of offer and agreement and a change to the CoE.
- Allow 3 working days for new CoE(s) to be issued and please check the website for applicable fees.

Declaration: I have read and accept the course variation conditions and declare that the information I have provided is correct and complete. I understand that any course variation must comply with the terms and conditions.

Student's Signature		Date	

For office use only

Student Services/Admissions	Accounts	PEO/Academic Manager	Admissions	Student Services
Received by:	Payment details: Payment Required:	Approved/Not Approved Signed Date:	☐ COE issued/amended Signed: Date:	☐ Update Database ☐ Timetable
Notes: Date:	Signed: Date:	☐ Timetable, details: Signed Date:	Database entered: ☐ Send message to student / agent Signed: Date:	Signed: Date: