



Course Variation Form

Student ID:		Student Full Name:	
Current Course:		Commencement Date:	

Please specify the reason for variation by in the required boxes. Please note you are obliged to provide the documentary evidence to support compassionate and compelling reasons.

<input type="checkbox"/> Deferment (Change of Commencement Date) *Note: The deferment can only be processed before the course commencement date. Please provide reason and documentary evidence. From Date: _____ To Date: _____
<input type="checkbox"/> Change to another Course at EEI From: _____ To: _____
<input type="checkbox"/> Cancellation of Enrolment *Please contact DIBP as this will affect your current visa. Please detail the reasons.
<input type="checkbox"/> Transfer to another Provider *Please attach letter of offer from another provider
<input type="checkbox"/> Temporary Suspension of Enrolment *Please note, this can only be selected for compassionate or compelling reasons i.e. serious health issues, death in family, etc.

REASON

Conditions:

- I agree to all the terms and conditions are as per my original signed student agreement.
- EEI course cancellation and refund policy will apply to all the cancellation and variations.
- I understand that by changing my enrolment my original enrolment will be cancelled and the refund policy will apply to my tuition fees. It will be at the discretion of EEI the value of tuition fees to be transferred to the new course but will not be less than the value as determined by the school's Refund Policy.
- I understand that should I want to stop the variation process at any time or request any alteration to the information supplied above, an administration fees of \$100 will apply.
- I understand that my fees may become payable immediately when downgrading my course.
- Course variations can take up to 20 working days to complete.

Student Signature _____

Date _____

EEI Student Services Signature _____

Date _____