

**COURSE VARIATION FORM Change COE - Shorten or Extend Current Course Duration**
**Section 1 – Client Details**

Student Name:		Student ID:	
Contact Tel:		Date:	
Email:			
Current Course:			

**Section 2 – Duration Change Details - Please provide details of why change is being processes**
 I would like to apply to Shorten the duration of my current course

Original COE Dates:	START / /	END / /
New COE Dates:	START / /	END / /
Details of why extension is required		
Student Signature:		

 I would like to apply to Extend the duration of my current course

Original COE Dates:	START / /	END / /
New COE Dates:	START / /	END / /
Details of why extension is required		
Student Signature:		

This course variation is valid for 14 days. A decision outcome must be finalised within this time. If a decision is not made within this the 14-day timeline, the application will become invalid, and the student must apply re-apply.

**\*\*NB** All applications are subject to a face-to-face meeting with Student service to discuss your application. You and your nominated agent will be notified by email the outcome of your application. If you do not agree with the outcome you may make an appeal on request. Any changes to your COE may affect your VISA.

**Section 3 – Authorisation**

Authorised person Signature:		Position:	
Print Name:		Date Processed:	

**Admin Use Only**

Changed in SMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Logged By:			Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Sent By:			Signature:	