

## Course Variation Application Form (CVAF)

This form MUST be completed BEFORE we can make ANY change to a student's enrolment.

### Student Details

<b>First Name:</b>		<b>Family Name:</b>		<b>ID:</b>	
<b>Current Course:</b>					
<b>Commencement Date:</b>					
<b>Agent Details:</b>					

### Reason for Variation

<input type="checkbox"/> <b>Change of Commencement Date</b> <b>Note:</b> Changes to course commencement/completion dates MAY require an extension to visa, fees payable to DIBP.	
From:	To:
<input type="checkbox"/> <b>Change to another course at Stanley College</b> <b>Note:</b> Changing your original enrolment will mean that your original enrolment is cancelled and the refund policy will apply. It will be at the discretion of Stanley College, as to value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what you are entitled to under the Refund Policy.	
From:	
To (include proposed commencement date):	
<input type="checkbox"/> <b>CANCEL Enrolment</b> <b>Note:</b> <i>Cancellation of enrolment</i> may affect your visa; Student MUST report to DIBP to confirm their visa status. Stanley College's Refund and Cancellation Policy WILL apply to ALL applications for Cancellation. Student entitled to a Refund, must also complete the Refund Application Form.	
From Date:	
<input type="checkbox"/> <b>Request to transfer to another RTO</b> <b>Note:</b> Changes to your enrolment may affect your visa; Student MUST report to DIBP to confirm their visa status	
<b>RTO Name:</b>	
(Please attach Letter of Offer from NEW RTO)	
<input type="checkbox"/> <b>Other (please specify):</b>	
<b>Detailed Reason (must be completed)</b>	

### Conditions

<ul style="list-style-type: none"> <li>I agree that all terms and conditions are as per my Student Agreement, contained within my Letter of Offer</li> <li>Stanley College's Cancellation and Refund Policy will apply to all cancellations and variations</li> <li>I understand that changing my original enrolment will mean that my original enrolment is cancelled and the Refund and Cancellation policy will apply. It will be at the discretion of Stanley College, as to value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what I would be entitled to under the Refund Policy.</li> <li>I understand that should I want to cancel this course variation at any time or request any additional alternations to the information supplied above, an administration fee of \$100 MAY apply.</li> <li>I understand that Course Variations may take upto 10 working days to complete.</li> <li>I understand that Stanley College will send me an email confirming the details of my variation, to the address provided herein.</li> <li>By signing this form I agree that I have read and understood the Note applicable to my Course Variation, and the conditions outlined herein.</li> </ul>		
<b>Signed</b> (Parent/Guardian's signature required if under 18)	<b>Date</b>	<b>Received by</b>
<b>Office Use Only</b>		
<input type="checkbox"/> Please attach Course Variation Application – Task Checklist to this variation form, to ensure all tasks are completed.		