

## Enrolment Variation Form for non-commencing students

1. Student Details			
What kind of student are you?	<input type="checkbox"/> International Student	<input type="checkbox"/> Higher Education Student	<input type="checkbox"/> VET Student
	<input type="checkbox"/> Domestic Student		
Family Name		Given Names	
Current Address			
Date of Birth		Phone Number	
Email Address			
2. What Course are you enrolled in? (in bracket can we give guide, like the write the name of course you would like to withdrawn from)			
Course Name		Course Code	
3. Reason			
Please select one that best describes your situation	<input type="checkbox"/> Visa Refusal (please attach notice)	<input type="checkbox"/> Transfer to another institute (attach Offer/CoE)	
	<input type="checkbox"/> Change to Visa (please attach new visa)	<input type="checkbox"/> Health (please attach medical evidence)	
	<input type="checkbox"/> Financial Hardship	<input type="checkbox"/> Other:	
4. Type of Application (please select one of from following options)			
I would like to (select one or more)	<input type="checkbox"/> Withdraw (go to section 5)	<input type="checkbox"/> Transfer – external (require released) (go to section 7)	
	<input type="checkbox"/> Defer (go to section 6)	<input type="checkbox"/> Transfer - internal (go to section 8)	
	<input type="checkbox"/> Apply for a Refund	<input type="checkbox"/> Request a change in support needs	
5. Withdrawal – complete this section <i>only</i> if you are withdrawing from your enrolment			
What is the name of the course you want to withdraw from?		Course Code	
6. Deferral – complete this section <i>only</i> if you are seeking to defer from your enrolment			
I would like to defer my course from	Study period:	I would like to return from	Study period:
	Year:		Year:
7. External Transfer – complete this section <i>only</i> if you are seeking to transfer to another provider. You must include a copy of your Letter of Offer with this application.			
I am seeking to transfer to the following provider			

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8. Internal Transfer – complete this section <i>only</i> if you are seeking to transfer to another course with EQUALS. You must include a copy of your Letter of Offer with this application.													
<b>Course Name</b>	<b>Course Code</b>												
9. Refund – complete this section if you are seeking a refund. Refunds apply in limited circumstances. Please provide supporting documentation.													
<b>Reason for Refund</b>	<input type="checkbox"/> Visa application rejection <input type="checkbox"/> Serious illness or personal misadventure <input type="checkbox"/> Overpayment <input type="checkbox"/> Did not meet EQUALS' entry requirements												
<b>Refund explanation</b>													
<b>Bank Details for eligible refunds</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">For Australian account holders</td> </tr> <tr> <td style="width: 50%;">BSB</td> <td style="width: 50%;">Account Number</td> </tr> <tr> <td colspan="2" style="text-align: center;">For overseas account holders</td> </tr> <tr> <td>Swift Code</td> <td>Account Number</td> </tr> <tr> <td colspan="2">Bank Name</td> </tr> <tr> <td colspan="2">Bank Address</td> </tr> </table>	For Australian account holders		BSB	Account Number	For overseas account holders		Swift Code	Account Number	Bank Name		Bank Address	
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BSB	Account Number												
For overseas account holders													
Swift Code	Account Number												
Bank Name													
Bank Address													
<b>Declaration</b> - to be completed by the student as outlined in section 1													
I understand and accept that:													
<input type="checkbox"/>	All information given to support this Enrolment Variation Form is to the best of my knowledge correct and complete in every particular												
<input type="checkbox"/>	Personal information provided by individuals is collected, used and stored by EQUALS in accordance with the provisions of the Commonwealth Privacy Act 1998 and the National Privacy Principles prescribed by the Privacy Amendment [Private Sector] Act 2000. Our Privacy Policy is available at <a href="http://www.equalsonline.edu.au/policies">www.equalsonline.edu.au/policies</a> .												
<input type="checkbox"/>	EQUALS may take legal action to recover any outstanding fees and I will be liable to pay recovery costs.												
<input type="checkbox"/>	I have read and acknowledge the terms and conditions of my enrolment, as outlined in my signed admissions documents (including Letter of Offer/Written Agreement), the Student Handbook and other documents as may be relevant to my enrolment at EQUALS.												
<input type="checkbox"/>	I have 20 working days to access the complaints and appeals process should I wish to appeal the outcome of my application.												
<input type="checkbox"/>	<b>International students:</b> Any variation to your course or unit enrolment may affect the status of your student visa. You are required to seek prior approval from Department of Home Affairs (Immigration) for certain course changes or before commencing a new course or changing courses. The Department of Home Affairs can be contacted on 131 881 or via their website at <a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a> . EQUALS will report changes to your enrolment to the Department of Home Affairs. Please consult with Student Services as counselling or guidance as required.												
<b>Name</b>	<b>Date</b>												
<b>Signature</b>													