

COURSE VARIATION FORM

Student's Personal Details				
Full name:				
Student ID:		USI No:		
Course code & name:				
Address:				
Phone no:				
Email ID:				
Request for: (Please tick the following)				
<input type="checkbox"/> Deferment	From:		Until:	
<input type="checkbox"/> Suspension	From:		Until:	
<input type="checkbox"/> Cancellation / Withdrawal	From: Last date/day of the student's studies:			
<input type="checkbox"/> Others				
Please tick the reason for request.				
<input type="checkbox"/> Medical Grounds <input type="checkbox"/> Compelling/compassionate Reasons <input type="checkbox"/> Future intake/Date <input type="checkbox"/> Work Commitments <input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Transferred to another course <input type="checkbox"/> Visa Cancellation <input type="checkbox"/> Others; Please specify Please mention the reason in detail: _____ _____ _____ _____				
International students must state the reason and provide documentation for deferring/suspending their studies as IIS is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.				
Documents attached: <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Documents <input type="checkbox"/> Mails <input type="checkbox"/> Supporting certificates <input type="checkbox"/> Others; please specify _____ _____ _____				
IMPORTANT INFORMATION				
<ul style="list-style-type: none"> Course Withdrawal Conditions Students intending to withdraw from their course or transfer to another provider must submit a written notice at least four (4) weeks before the commencement of the next scheduled term. Withdrawal requests are subject to the Institute's Refund Policy and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. 				

- Where insufficient notice is provided, tuition fees may be applied in accordance with the signed Written Agreement.
- Please note that the institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.
- Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation.
- In case where deferment or suspension has not been granted, students are required to attend their classes at IIS as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.
- Students have the right to appeal through IIS's complaints and appeals process, in accordance with standards 10 (Complaints and appeals) of National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Please note: It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.

Students Declaration:

- I understand that suspension or deferral may result in extension of my course duration and an extended CoE, whereas, cancelling my course will result in the cancellation of my CoE. I also understand that deferment/suspension/Cancellation may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.
- I have been advised of all the relevant consequences of the outcome of my request.
 - I have been advised of all the relevant information in relation to the request made on this form.
 - I am aware of my right to appeal.

Student Signature:

Date:

Office use only:

Authorised person approval	Name			
	Signature		Date:	
Decision of Request	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted			
Decision granted/not granted by:	Name:			
	Signature:		Date:	
Course Adjustment (If required):				
REPORTING via PRISMS	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date Reported	(dd/mm/yyyy)-			