

F001

Course variation request form.

F001 – COURSE VARIATION REQUEST FORM

Section A : Student Details	
First Name	Family Name
Contact Number	Student Number
Date of Birth	Contact Email
Address	

Section B : Agent Details	
Company	Agent Name
Contact Number	Contact Email

Section C : Currently Enrolled Course(s) – maximum three (3)						
Number	Course Code	Course Name	Campus	Start Date	End Date	Tick (✓) which course you want to vary
#1						
#2						
#3						

Section D : Variation Request (tick relevant options)			
Request Type	<input checked="" type="checkbox"/>	Reason	<input checked="" type="checkbox"/>
Cancellation	<input type="checkbox"/>	Compassionate/Compelling circumstances	<input type="checkbox"/>
Deferral	<input type="checkbox"/>	Transferring to another provider	<input type="checkbox"/>

Suspension		Course progress/intervention strategy	
Extension		Personal decision	
Course Change (complete Section E)			

Provide a full background and explanation of your reason in the space below:

New start date (deferrals only): ___/___/___

Period (suspensions only): ___/___/___ until ___/___/___

New end date (extensions only): ___/___/___

Section E : New Course Selection (for course change requests)

Course Code	Course Name	Campus	Start Date	End Date	Tick (✓) which course you want to vary

Section F : Evidence Register

Note: If no evidence is attached, your request will not be considered

Title of document	Reason for inclusion	Checked by NIET staff ✓

Terms and Conditions

All course variation requests will be assessed in line with NIET's publicly available policy on Deferring, Suspending, Extending or Cancelling International Student Enrolments. This request form **must** be accompanied by supporting evidence to support the reasons for making the request.

I understand that:

- the application may require up to **seven (7) days** to be processed;
- if changing courses, the application will not be finalised until NIET receives all required further documents (e.g. new signed Letter of Offer) **within 14 days**.
- I will receive a written response outlining the approval or rejection of this request;
- approval of this request may result in a variation to my confirmation(s) of enrolment;
- no suspensions or extensions can be approved for a period of more than four (4) months, even if accompanied by compassionate/compelling evidence; if the request is for longer than four (4) months, I will be required to undergo a re-enrolment process;
- I have accepted all terms and conditions as stated above and in the student handbook.

Student Signature:

Date:

Form received by (staff member name):

Staff member signature:
