Enrolment Variation form

Please select the applicable Registered Training Organisation

Everthought College of Construction (RTO Code: 51681 CRICOS Code: 02898C) ☐

Everthought Education (RTO Code: 32438) ☐

Personal Details

Title	☐ Mr	☐ Ms	☐ Miss	☐ Mrs	☐ Dr	☐ Other
Given Name			Surname			
Student Number			Phone Number			
Date of Birth			Email address			
Address						
State			Postcode			
Current Course Code and Name:						

Request Details

Reason for Variation (Select any one or more)	☐ There are compassionate or compelling circumstance (attach evidence)
	☐ An intervention strategy has been implemented, or is in the process of being implemented, for the student who is at risk of not meeting course progress requirements.
	☐ Transition to new qualification
	☐ An approved deferral or suspension of the overseas student's enrolment has occurred.
	☐ Request to Change course New Course Code and Name:

Expected date of change	
Will the course end date be affected?	☐ Yes ☐ No

Please provide reasons below for your request *(Evidence may be requested)*

Declaration

By signing the below, I confirm that:

I have provided accurate and complete information

I acknowledge and understand that the provision of incorrect information may lead to cancellation of my enrolment and may affect my student visa. *(Only applicable to CRICOS students)*

Student Signature:	Date:

Last revision date: October 2023
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Request to Change Course

For Parents/ legal guardians of children *(Consent required if the student is Under 18)*

I declare that I am the legal guardian of the above-mentioned child or children.

Full Name:	Signature:	Date:

Office Use Only

Student Services Officer Name:

Application approved ☐ Yes ☐ No *(If no give reason)*

Where applicable has the following been actioned?		Date	Signature
Student Notified	☐ Yes ☐ No ☐ N/A		
Student management system updated	☐ Yes ☐ No ☐ N/A		
PRISMS updated	☐ Yes ☐ No ☐ N/A		
Accounts notified of change	☐ Yes ☐ No ☐ N/A		
Trainer notified of change	☐ Yes ☐ No ☐ N/A		
Agent Notified	☐ Yes ☐ No ☐ N/A		
Any comments:			

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