

ENROLMENT VARIATION REQUEST FORM

You should complete this form if you want to:

1. **Defer** your start date (postpone your start date to a later time)
2. **Suspend** your studies and move your course end date to another time
3. **Cancel** your enrolment and finish a course early
4. **Transfer** from one Scots English College course to another Scots English College course

Students may have to seek advice from the Director of Studies before this request could be processed. Please attach any supporting documentation (e.g. medical certificate).

A. STUDENT DETAILS

Family Name*		First Name*	
Email*		Mobile/Phone*	
Current Address in Australia*			
Name of Current Course*			
Course start date*		Course end date*	

1. Defer your course start date:

Current course start date: _____ New course start date: _____

Reason for competing course early: _____

2. Suspend your studies:

When is your last day of study: _____

When do you wish to recommence your study: _____

Reason for suspending your studies: _____

3. Cancel your course:

When do you wish to cancel your course: _____

Reason for cancelling your course: _____

4. Transfer from one Scots course to another:

Current course: _____

New course: _____

When would you like to start this new course: _____

B. NOTES

- A 'Course' refers to the total period as set out in your eCoE and/or Letter of Offer.
- Requests to defer/suspend a course will be granted only in cases of compassionate and compelling circumstances, as described in the College's Deferral, Suspension & Cancellation Policy and Procedure.
- There is no refund of fees or part thereof once you have commenced your course. All requests for refund must be made in writing on the Refund Request Form. Please refer to Scots English College's Refund Policy for more information.

- The College will notify you of the outcome of your Variation Request in writing using the email address supplied by you within 10 working days of the date of submission of this form.
- Any change to your course duration or enrolment status will be reported to the Department of Home Affairs (DHA) and may affect your student visa. Please contact DHA if you require more information.
- This form, its contents and all attachments will be shared with the Marketing Officer, student’s education agent, Administration and Admissions officers of Scots. The student consents to the disclosure of this information in order to process this enrolment variation request.

C. STUDENT AGREEMENT

An approved Enrolment Variation Request that requires a change to your Confirmation of Enrolment (CoE) will incur an administration fee of AU\$100. This administration fee is payable for each approved Enrolment Variation Request submitted by you if your request requires your CoE to be adjusted.

- The information provided by me is true and correct;
- I have read and understand the information in this form;
- I have attached supporting documents as required by the form;
- I have read and understood the conditions relating to my request.

Signature		Date	
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SCOTS ENGLISH COLLEGE’S USE ONLY

This section must be authorised by a Scots Authorised Officer. Place copy of this form in the student file.

Has the Variation Request been approved? Yes No N/A

Accounts Signature		Date	
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DOS Signature		Date	
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PRIVACY STATEMENT

Scots English College is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, the Department of Immigration and Border Protection pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Scots English College holds about you.

PLEASE COMPLETE THIS FORM AND RETURN TO:

Postal Address	Scots English College: G05 (Biomedical Building), 1 Central Avenue, Eveleigh, NSW 2015, Australia
Email	admissions@scotsenglish.edu.au