

INTERNATIONAL STUDENT REQUEST TO VARY ENROLMENT FORM

Please print clearly in English and in BLOCK letters. Please tick boxes where appropriate.

This form should be completed and signed by either the school, a parent or an agent when a student's:

1. Enrolment is varied such as:
 - a. Deferral
 - b. Suspension
 - c. Extension
 - d. Change of course
 - e. Change of School
2. Fee payment schedule and amounts are varied such as:
 - a. Scholarships
 - b. Additional fee charges apply

STUDENT DETAILS

Student code:		Title:	
Family name:		Given names:	
Date of birth:	Age:	Gender: Male <input type="checkbox"/> Female: <input type="checkbox"/> (Please tick)	
Home address:			
City:		State/Province:	
Country:		Postcode:	
Home telephone number: (Inc country code)		Mobile telephone number: (Inc country code)	
Email:			

Course Changes

Current Course:	End Date:
Recommended course change:	
New course end date:	
Reason for changes:	

School Changes

Current School:	Start Date:	End Date:
New School:	Start Date:	End Date:

Reason for change:

Extending Changes

For Preparation for Secondary Studies (PSS), extending English studies will also mean that this student will now commence their High School studies at a later date.

For Mainstream studies.

Course:
Commencement date:
End date:

Fee Changes

<input type="checkbox"/> Scholarship Awarded	Amount: \$
<input type="checkbox"/> Additional tuition fees applied	Amount: \$
<input type="checkbox"/> Decreased tuition fees applied	Amount: \$

Please return your form to the International Office

Student Name <small>Parent/guardian signature if student under 18</small>	Signature:
Date: (dd/mm/yyyy)	

OFFICE USE ONLY	
Approved by Principal of original enrolled school (if student has commenced mainstream studies):	Name
Sign	Date
Approved by Principal of new school (if applicable) (if student has commenced mainstream studies):	Name:
Sign	Date:
Approved by ASC International Director	Name:
Sign	Date:
FINANCE	
<input type="checkbox"/> Accounts updated Date:	
ADMISSIONS	
<input type="checkbox"/> Student record updated In SYNERGETIC Date:	
<input type="checkbox"/> COE Variations : <input type="checkbox"/> Language School <input type="checkbox"/> Mainstream	
STUDENT SUPPORT/WELFARE	
SharePoint file moved <input type="checkbox"/>	
Parents / Student / Agent advised of approval / change <input type="checkbox"/> Date:	