



## COURSE VARIATION REQUEST FORM

Section A: Student Details			
<b>First Name</b>		<b>Surname (Family Name)</b>	
<b>Contact Number</b>		<b>Student Number</b>	
<b>Date of Birth</b>		<b>Email</b>	
<b>Address</b>			

Section B: Agent Details			
<b>Company</b>		<b>Agent Name</b>	
<b>Contact Number</b>		<b>Contact Email</b>	

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	✓	Reason	✓
Cancellation	<input type="checkbox"/>	Compassionate/Compelling circumstances	<input checked="" type="checkbox"/>
Deferral	<input type="checkbox"/>	Transferring to another provider	<input type="checkbox"/>
Suspension	<input type="checkbox"/>	Course progress/intervention strategy	<input type="checkbox"/>
Extension	<input type="checkbox"/>	Personal decision	<input type="checkbox"/>
Course Change (complete <b>Section E</b> )	<input type="checkbox"/>		<input type="checkbox"/>

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		
<i>Note: If no evidence is attached, your request will <u>not</u> be considered</i>		
Supporting document including but not limited to: <ol style="list-style-type: none"> <li>1. return flight ticket.</li> <li>2. medical certificate with the unfit period</li> <li>3. New Letter of offer from the other provider</li> <li>4. New visa granted letter.</li> <li>5. Address proof</li> </ol>		
Title of document	Reason for inclusion	Checked by CB staff ✓

**Terms and Conditions**

All course variation requests will be assessed in line with CB’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 CB 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 three (3) 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:** \_\_\_\_\_