

Course Variation Form

About This Form:

This form **MUST** be completed **BEFORE** we can make **ANY** change to a student's enrollment. If you are changing from one course of HIC to another course, " You must maintain AQF level of course and you may still require to keep your enrollment in higher AQF level course, if changing to lower-level courses. Please complete this Form and email to admissions@hillshire.edu.au

First Name:		Family Name:		ID:	
Current Course:					
Commencement Date:					
Agent Details:					

Reason for Variation

Change of Commencement Date

Note: Changes to course commencement/completion dates **MAY** require an extension to visa, fees payable to DHA.

Course 1:

From Date		To Date	
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Course 2:

From Date		To Date	
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Change to another course at Hillshire International College

Note: Changing your original enrollment will mean that your original enrollment is canceled, and the refund policy will apply. It will be at the discretion of Hillshire International College, as to value of fees transferred to the **NEW** enrollment but will be **NOT LESS THAN** what you are entitled to under the Refund Policy.

First Course		To Course	
Second Course		To Course	

To (include proposed commencement date):

CANCEL Enrollment

Note: **Cancellation of enrollment** may affect your visa; Student **MUST** report to DHA to confirm their visa status. Hillshire International College's Refund and Cancellation Policy **WILL** apply to **ALL** applications for Cancellation. Student entitled to a Refund, must also complete the Refund Application Form.

From Date:

Request to transfer to another RTO

Note: Changes to your enrollment may affect your visa; Student **MUST** report to DIBP

Detailed Reason (must be completed)



Conditions

- I agree that all terms and conditions are as per my Student Agreement, contained within my Letter of Offer
- I agree that Hillshire International College Cancellation and Refund Policy will apply to all cancellations and variations
- I understand that changing course at HIC from one course to another course may result in change in my earlier agreed tuition fees and I am liable to pay the required fee. I also agree that some part of my course tuition fee from earlier course may not be transferred to my new enrolled course.
- I understand that changing my original enrollment will mean that my original enrollment is canceled, and the Refund and Cancellation policy will apply. It will be at the discretion of Hillshire International College, as to value of fees transferred to the NEW enrollment but will be NOT LESS THAN what I would be entitled to under the Refund Policy.
- I understand that should I want to cancel this course variation at any time or request any additional alternations to the information supplied above, an administration fee of \$100 MAY apply.
- I understand that Course Variations may take up to 10 working days to complete.
- I understand that Hillshire International College on will send me an email confirming the details of my variation, to the address provided herein.
- By signing this form, I agree that I have read and understood the Note applicable to my Course Variation, and the conditions outlined herein.

Student Signature:

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igned (Parent/Guardian's signature required if under 18)

Date

Office Use Only

ctioned By:

Approved Not Approved

Please attach Course Variation Application - Task Checklist to this variation form to ensure all tasks are

