

COURSE VARIATION FORM (CVF)

SECTION 1 TO BE COMPLETED BY THE STUDENT / EDUCATION AGENT:

STUDENT NAME:	STUDENT ID:
COURSE:	INTAKE:
MOBILE NO:	EMAIL:
EDUCATION AGENCY NAME: (If any)	

REASON/S FOR APPLICATION OF A COURSE VARIATION: <i>(Select at least one)</i>	<input type="checkbox"/>	<p>1.1 Deferment of course I wish to defer my course which has not yet commenced to a later stage. (A maximum of 6 months gap between deferral applies). <i>Evidence required to be attached to support this application: Compassionate and/or compelling circumstances such as medical note from an Australian General Practitioner, police report, visa refusal, visa application delays, etcetera.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">COURSES</th> <th style="width: 30%;">START DATE</th> <th style="width: 30%;">END DATE</th> </tr> </thead> <tbody> <tr> <td>Current course dates:</td> <td></td> <td></td> </tr> <tr> <td>Proposed deferred course dates:</td> <td></td> <td></td> </tr> <tr> <td>Reason/s:</td> <td colspan="2"></td> </tr> </tbody> </table>	COURSES	START DATE	END DATE	Current course dates:			Proposed deferred course dates:			Reason/s:		
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<input type="checkbox"/>	<p>1.2 Suspension of course I wish to suspend my course which has commenced to a later stage. (A maximum of 6 months suspension of course is allowed in KIC). <i>Evidence required to be attached to support this application: Compassionate and/or compelling circumstances such as medical note from an Australian General Practitioner, police report, visa refusal, visa application delays, etcetera.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">COURSES</th> <th style="width: 30%;">START DATE</th> <th style="width: 30%;">END DATE</th> </tr> </thead> <tbody> <tr> <td>Current course dates:</td> <td></td> <td></td> </tr> <tr> <td>Proposed suspended course dates:</td> <td></td> <td></td> </tr> <tr> <td>Reason/s:</td> <td colspan="2"></td> </tr> </tbody> </table>	COURSES	START DATE	END DATE	Current course dates:			Proposed suspended course dates:			Reason/s:			
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<p>1.3 Cancellation of course enrolment (Student initiated) The student wishes to withdraw from their course due to: <i>(Select at least one)</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> PROPOSED DATE OF CANCELLATION: <input style="width: 100%; height: 20px;" type="text"/> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center; vertical-align: middle;"> <input type="checkbox"/> </td> <td style="padding: 5px;"> <p>A. No requirements to study in a CRICOS RTO under current visa. <i>A copy of the student current visa / permanent residency is required to be attached to this application.</i></p> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"> <input type="checkbox"/> </td> <td style="padding: 5px;"> <p>B. Transfer to another registered training organization. <i>A copy of the proposed new registered training provider's letter of offer alongside justification for transfer of provider must be attached to this application.</i></p> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"> <input type="checkbox"/> </td> <td style="padding: 5px;"> <p>C. Visa refusal. <i>A copy of the visa refusal must be attached to this application.</i></p> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"> <input type="checkbox"/> </td> <td style="padding: 5px;"> <p>D. Other reason/s:</p> <p>..... <i>Any compassionate and/or compelling circumstance to justify cancellation of course enrolment must be attached to this application.</i></p> </td> </tr> </table>	<input type="checkbox"/>	<p>A. No requirements to study in a CRICOS RTO under current visa. <i>A copy of the student current visa / permanent residency is required to be attached to this application.</i></p>	<input type="checkbox"/>	<p>B. Transfer to another registered training organization. <i>A copy of the proposed new registered training provider's letter of offer alongside justification for transfer of provider must be attached to this application.</i></p>	<input type="checkbox"/>	<p>C. Visa refusal. <i>A copy of the visa refusal must be attached to this application.</i></p>	<input type="checkbox"/>	<p>D. Other reason/s:</p> <p>..... <i>Any compassionate and/or compelling circumstance to justify cancellation of course enrolment must be attached to this application.</i></p>					
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SECTION 2 TO BE COMPLETED BY THE STUDENT / EDUCATION AGENT:

2.1 Are you, the student, eligible for a refund?	<input type="checkbox"/>	YES (Complete the below fields as accurately as possible)	<input type="checkbox"/>	NO
2.2 Tuition fee you have paid to date to KIC:	AUD \$:			
2.3 Administrative fee you have paid to date to KIC:	AUD \$:			
2.4 Commitment fee you have paid to date to KIC:	AUD \$:			
2.5 Resource fee you have paid to date to KIC:	AUD \$:			
2.6 OHSC fees you have paid KIC to date to KIC:	AUD \$:			
2.7 Nominated banking details to transfer funds for your refund purposes if you are eligible:	BSB:			
	Swift Code:			
	IBAN Number:			
	Account name:			
	Account number:			
	Bank name:			
	Bank address: (Country only)			

STUDENT / EDUCATION AGENT DECLARATION & SIGNATURE:

I, the student and/or the education agent acting on behalf of the student, acknowledge and understand that:

1. A course variation may have a significant impact on my student's visa.
2. It is the duty of care of the student or education agent to notify the Department of Home Affairs of any change in my course enrolment.
3. A release letter will only be granted by the Principal Executive Officer of KIC where there is any proven compassionate and/or compelling circumstance.
4. If I am eligible for a refund, Kingston International College (KIC) per its internal procedure, will process the refund. The time to receive funds transferred to the student's nominated bank details will depend on the bank itself. KIC does not take any liability where money has been transferred into an account other than the student's nominated account due to the student's or education agent's negligence or mistake.
5. This course variation application may take up to 7 working days to be processed from the day we receive this form. *(Please kindly note that lack of evidence submitted, or inaccurate completion of this form may elongate the process).*
6. I have attached all my evidence to support my application.
7. I need to forward this form, duly completed with supporting evidence to student support department: student.services@kingstoncollege.wa.edu.au.
8. Deliberate provision of false information may lead to your Confirmation of Enrolment (CoE/s) being cancelled for violation of KIC code of conduct policy.
9. I can appeal against the outcome of this application within 7 days of receiving the outcome notification to the Principal Executive Officer in person. (Please book a meeting via student support. If you are outside of Australia, we will organize an online meeting with you)

SIGNATURE:

DATE:

SECTION 3 TO BE COMPLETED BY KINGSTON INTERNATIONAL COLLEGE (KIC) ACADEMIC MANAGER:

3.1 The Academic Manager has deemed this application as:

SUCCESSFUL

NOT SUCCESSFUL

3.2 Reasons provided by the Academic Manager for the application outcome:
(Be as specific as possible)

3.3 Course of actions mandated by the Academic Manager if any:
(Be as specific as possible)

**ACADEMIC MANAGER
SIGNATURE & DATE:**

SIGNATURE

DATE:

SECTION 4 TO BE COMPLETED BY KINGSTON INTERNATIONAL COLLEGE (KIC) ACCOUNTS MANAGER:

4.1 Has commission been paid to the education agent:

YES

NO

4.2 Is the education agent required to refund the commissions:

YES

NO

4.3 Total fees refundable BY the education agent to KIC:

AUD \$:

CURRENT ENROLMENT FEE CALCULATION

NEW ENROLMENT FEE CALCULATION (IF ANY)

Tuition fee (if any):

AUD \$:

Tuition fee (if any):

AUD \$:

Administrative fee (if any):

AUD \$:

Administrative fee (if any):

AUD \$:

Commitment fee (if any):

AUD \$:

Commitment fee (if any):

AUD \$:

Resource fee (if any):

AUD \$:

Resource fee (if any):

AUD \$:

OHSC fee (if any):

AUD \$:

OHSC fee (if any):

AUD \$:

Admin fee (if any):

AUD \$:

Admin fee (if any):

AUD \$:

Total:

AUD \$:

Total:

AUD \$:

TOTAL AMOUNT REFUNDABLE TO THE STUDENT (If any):

AUD \$:

4.4 The student has been emailed the outcome of the CVF application by admin or accounts department:

YES

NO

4.5 The refund, if any, has been processed by the accounts department and the student has been notified to expect funds transferred.

YES

NO

4.6 The student's CoE has been updated on Prisms and has been emailed a cancellation / alteration of their old and new CoE/s where applicable by the Administrative Manager.

YES

NO






4.7 The student Wisenet profile logbook has been updated with a copy of the finalized CVF by the admin department.

YES

NO



K i n g s t o n
I n t e r n a t i o n a l C o l l e g e
National Provider 51259
CRICOS Code 02543G
Innovation Passion Inspiration

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 **Website:** www.kingstoncollege.wa.edu.au
 **Facebook:** www.facebook.com/kingstonInternationalCollege

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