

## Course Variation Form – International Students

This form is to be completed by international students who wish to change from their current course to another course / courses offered by Victorian Institute of Education (VIE). Course variation will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in your student handbook.

Your visa may be affected by your application to course variation so you should contact Department of Home Affairs on 131 881 to discuss any implications.

### Student Details

Student Name		Student ID	
Address			
Contact Number		Email	

### Current Course Details

Course Name			
Start Date		End Date	

### Reason for the request

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### New First Course Details

Course Name			
Start Date		End Date	

### New Second Course Details

Course Name			
Start Date		End Date	

#### Notes:

- 'Course' refers to the total period as set out in your CoE and / or Letter of Offer.
- Requests to change a course or extend course duration will be granted only in cases of compassionate and compelling circumstances.
- There is no refund of fees or part thereof once you have commenced your course.
- Any change to your course duration or enrolment status will be reported to the Department of Home Affairs and may affect your student visa. Please contact the Department of Home Affairs if you require more information.

	I have read and understood the conditions relating to my request.		
Student's Signature:		Date	

**Office Use Only**

Course Variation		Approved	Not Approved
Checklists	Notified Student	SMS updated	PRISMS updated
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	