

## Request for Variation of Course

This form is to be used if you want to transfer to a different course from your current enrolment

Personal Details		
Family Name	Student Number	
Given Name	Date of Birth	
Email	Passport Number	
Address		
	Postcode	

My current course package is:		Intake Date:
Certificate III & Certificate IV	<input type="checkbox"/> Cookery <input type="checkbox"/> Patisserie	
Certificate III, Certificate IV and Diploma	<input type="checkbox"/> Cookery <input type="checkbox"/> Patisserie	
Certificate III, Certificate IV, Diploma and Advanced Diploma	<input type="checkbox"/> Cookery <input type="checkbox"/> Patisserie	
I wish to vary my course package and transition my enrolment from the above course to:		
Certificate III & Certificate IV	<input type="checkbox"/> Cookery <input type="checkbox"/> Patisserie	
Certificate III, Certificate IV and Diploma	<input type="checkbox"/> Cookery <input type="checkbox"/> Patisserie	
Certificate III, Certificate IV, Diploma and Advanced Diploma	<input type="checkbox"/> Cookery <input type="checkbox"/> Patisserie	

Reason for Variation of Course Request
<b>Please list your reasons for requesting a variation. Please attach any supporting documentation.</b>

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**OFFICE USE ONLY**

- Student has completed (or is progressing satisfactorily to complete) Certificate 3 in current course
- Student has maintained a minimum of 80% attendance over duration of current Certificate 3 course
- Student will receive Credit Transfer for Term 1 of current course
- New course duration is 3 terms (9 months)

<b>Outcome</b>	Approved <input type="checkbox"/>			Denied <input type="checkbox"/>		
Authorised by:				Date:		
Signature:						
New Group number:				New Course Start and End Date:		
Discounts applied:	Yes <input type="checkbox"/> (how much)			No <input type="checkbox"/>		
New Package Price:						
Is tools/uniform required?	Yes <input type="checkbox"/> (how much)			No <input type="checkbox"/>		
Letter of offer required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter of Offer Issued (Date)			
New CoE's required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CoE's Issued (Date)			
Variation Communicated?	Trainer <input type="checkbox"/>					
	Student <input type="checkbox"/>					
	VETtrak updated <input type="checkbox"/>					

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