

## Course Variation Form

### Important Information

- A course variation form should be completed before the unit / course start date.
- If a variation of enrolment is made after the commencement date (refer to your timetable) a penalty fee will apply.

### Please select your reason for application

<input type="checkbox"/>	Change of Enrolment	<input type="checkbox"/>	Cancellation/ Withdrawal	<input type="checkbox"/>	Deferment	<input type="checkbox"/>	Leave of Absence
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<b>Given Name:</b>		<b>Family Name:</b>		
<b>Student ID:</b>				
<b>Contact Number:</b>				
<b>Email Address:</b>				
<b>Agent Details:</b>				
<b>Current Course:</b> <i>Course currently enrolled in</i>		<b>Start Date:</b>	<b>End Date:</b>	
<b>Change Course to:</b>		<b>Start Date:</b>	<b>End Date:</b>	
<b>Deferment Duration   Leave of Absence Duration</b>		<b>Start Date:</b>	<b>End Date:</b>	
<b>Reasons for Change Request:</b>				
<b>Evidence Attached</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

### Formal Acknowledgement and Agreement

- I agree to the course change and understand that if I take a holiday, KCBT may not be able to extend my graduation date. I am aware that this change could also lead to modified school fees, and I am committed to paying any extra fees that arise as a result.
- I agree to pay a course variation fee of \$250 for course variation requests. Requests based on compassionate and compelling grounds may be exempted, KCBT holds the right to refuse or charge the course variation fee at its discretion.
- The course variation request will not be actioned until the course variation fee is paid. The fee is applicable for approvals only, no fee is charged, if the application is rejected.
- I confirm that I have fulfilled or expect to fulfil all prerequisites for the units in which I am requesting enrolment. I am aware that failure to meet the prerequisites for a specific unit could result in the discontinuation of my enrolment in that unit, potentially affecting both my course progression and graduation prospects.
- I am aware that if I am a holder of a Student Visa, I must be enrolled as a full-time student. *(This clause does not apply to students who are not on the student visa)*
- I confirm that I have read and understood the policies, rules, procedures, and terms set out on the KCBT website and student handbook. I consent to adhere to and follow these rules, even if they are updated periodically.
- I acknowledge that I am responsible for covering any expenses or charges that KCBT may incur while recovering any outstanding payments from me. This includes fees related to debt collection agencies, solicitor costs for the outstanding amount, and any other reasonable costs incurred during the process of recovering the outstanding funds.
- I declare that the information I have given on this application is correct, and hereby apply for the above changes to be made to my Unit / Course enrolment.

**Refund Payment**

*For the purpose of refunds, please provide the following information accurately. Once the funds are transferred to the nominated account, KCBT cannot retrieve the money.  
(Insufficient information may result in delays)*

<b>Refund to an Australian Bank Account</b>			
Given Name		Family Name	
BSB		Account Name	
Account Number		Bank Name	
Branch Name & Address			
<b>Refund to an Overseas Bank Account</b>			
Given Name		Family Name	
Bank Name		SWIFT CODE	
Account Name		Account Number	
Bank Address			

<b>Student Name</b>	<b>Student Signature</b>	<b>Date</b>

**Office Use Only**

<b>Status of Application</b>	<input type="checkbox"/>	<b>Approved</b>	<input type="checkbox"/>	<b>Rejected</b>
<b>Comments</b>				
<b>Signature of Authorized Personnel</b>			<b>Date</b>	
<b>Change of Enrolment Calculation</b>			<b>Processed By</b>	
Tuition Fee	\$		<b>Title and Signature</b>	
Resource Fee	\$		<b>Date</b>	
OSHC Fee	\$		<b>Wisenet Updated</b>	
Other Fee	\$		<b>PRISMS Updated</b>	
Total Refund OR	\$		<b>Communication sent to Accounts and Trainer</b>	
Total Cancellation Charges	\$		<b>Communication sent to Student</b>	