

## 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.
- Some requests may lead to change in COE start or end date and may impact completion status. Please read and agree to “Formal Acknowledgement and Agreement” in this form.

### Please select your reason for application

	Change of Enrolment		Cancellation/ Withdrawal		Deferment		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>		Yes	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 COE completion 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 consent to the adjustment of my Confirmation of Enrolment (COE) start or end date if necessary for processing my request.
- I understand that I may not complete the qualification and may be eligible for a Statement of Attainment only.
- Re-enrolment is assessed on a case-to-case basis and is also dependent on the availability of the unit.
- 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.

Student Name	Student Signature	Date

<b>Refund Payment Details</b>			
<i>For 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)</i>			
<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			

**Office Use Only**

Status of Application			Approved			Rejected
<b>Comments</b>						
<b>Signature of Authorized Personnel</b>				<b>Date</b>		
<b>Refund / Cancellation Charges Calculation</b>				<b>Processed By</b>		
Tuition Fee	\$		Title and Signature			
Resource Fee	\$		Date			
OSHC Fee	\$		Wisenet Updated			
Other Fee	\$		PRISMS Updated			
Total Refund OR	\$		Communication sent to Accounts and Trainer			
Total Cancellation Charges	\$		Communication sent to the student			