



# Enrolment Variation Form

Enrolment variation forms will only be considered as received from the date ALL supporting documentation is provided to WAIFS' administration. Forms lodged with no/incomplete supporting documentation will be considered pending.

Where cancellation fees will be payable for a withdrawal these will be calculated from the date ALL supporting documents are received by WAIFS and not from the date only an EVF form was submitted.

**SVP students** – no application for withdrawal/cancellation will be considered without a meeting with a designated WAIFS' staff member being held.

A fee of \$50 is applicable for all Enrolment Variation Requests.

Please print in BLOCK LETTERS

## PERSONAL DETAILS

TITLE: MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> OTHER <input type="checkbox"/>	
Family Name:	
Given Name:	
Student Number:	
Course :	
Contact No:	
Address :	
E-mail :	
<b>Please tick the box :</b>	
<input type="checkbox"/> Withdrawal from course (\$230.00 withdrawal processing fees will be charged + cancellation fees if applicable)	<input type="checkbox"/> Change of commencement date (\$50.00 fee applicable)
<input type="checkbox"/> Deferral /Suspension (\$50.00 fee applicable)	<input type="checkbox"/> Other : (\$50.00 fee may be applicable)
<input type="checkbox"/> Change to another course (\$50.00 fee applicable)	
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_____	_____
_____	_____

Please state your reason(s) for your variation of studies at WAIFS:

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**PLEASE PROVIDE ALL SUPPORTING DOCUMENTATION FOR YOUR REQUEST. If you are requesting a transfer to another provider, in accordance with the ESOS Act you MUST supply another letter of offer from an Australian provider.**

**Conditions**

- **Students requesting a course deferral and then later requesting a course withdrawal - Refund policy and cancellation fees will be based on the start date of the original enrolment – Refer to your original letter of offer for further information.**
- Course Variation requests will take up to 5 working days to complete.
- Deferral/suspension/cancellation/withdrawal requests **MUST** attach relevant documents as evidence.
- A release letter will be given only if the EVF is approved and required to be given by WAIFS in accordance with the National Code and ESOS Act.
- Until an EVF is approved a student remains enrolled in their current course in their current dates and days of study and subject to all terms and conditions of their enrolment

**Student's Signature:**

**Date:**

**Please forward to:**

c/o- Student Services Manager  
 West Australian Institute of Further Studies  
 PO – Box Z5525 St Georges Terrace  
 WA 6831 Australia

**Email:**  
 admissions@waifs.wa.edu.au

**Fax:**  
 61 8 6200-6201

**OFFICE USE ONLY**

**Approved / Declined**

**Payment Yes / No**

**Student Services Manager :** .....

**Date:** .....

**Reason if declined :**


**Action required if approved:**

SVP student – Yes/No	
Send email to student	
Update Wisenet	
Update fees - finance	
Update PRISMS	