



**NOTICE – TO BE READ AND UNDERSTOOD BY ALL APPLICANTS:**

The Enrolment Variation request will only be deemed as received from the date that the completed Enrolment Variation Form (EVF) and ALL required and/or requested supporting documentation has been submitted.

If you are not sure what documents you are required to submit with your EVF please email [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au)

**Students requesting release may be required to attend a meeting with a WAIFS' staff member before a decision can be finalised.**

Where cancellation fees are payable by a student at withdrawal, they will be calculated from the date that the enrolment variation request is received in full by WAIFS (and not from the date an incomplete enrolment variation request was submitted or the date of the arranged meeting).

A fee of \$50 is applicable for Enrolment Variation Requests, unless it is an internal course change within WAIFS.

*Note: Payment of the Enrolment Variation Fee does not guarantee that your request will be approved.*

## Enrolment Variation Form

### PERSONAL DETAILS (Please print in BLOCK letters)

TITLE: MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> OTHER <input type="checkbox"/>	Student Number:
Family Name:	Given Name:
Course :	
Contact No:	
Address :	
E-mail :	
<b>Please tick the box :</b>	
<input type="checkbox"/> <b>Withdrawal from course</b> (\$250.00 withdrawal processing fees will be charged + cancellation fees if applicable)	<input type="checkbox"/> <b>Change of commencement date</b> (\$50.00 fee applicable)
<input type="checkbox"/> <b>Deferral/Suspension</b> – please read the deferral/suspension agreement on page 2	<input type="checkbox"/> <b>Change of Trainer</b> (\$50.00 fee applicable)
<input type="checkbox"/> <b>Change to another course</b> (\$50.00 fee may be applicable)	<input type="checkbox"/> <b>Other</b> : (\$50.00 fee may be applicable)
_____	_____
_____	_____
_____	_____

**Please state your reason(s) for requesting a variation to your studies at WAIFS:**

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**YOU ONLY NEED TO FILL IN THIS SECTION IF YOU ARE DEFERRING OR SUSPENDING YOUR STUDIES**

**Deferral/Suspension Agreements:**

I confirm that I have requested a suspension or deferral of my course/courses at WAIFS for compelling and/or compassionate reasons. I understand and agree that even if/when a deferral/suspension is approved:

- (i) **I remain a current student and I have not been released from my studies at WAIFS.**
- (ii) I will still be enrolled into all of the courses that I am currently enrolled in with WAIFS.
- (iii) I may not be able to have the exact gap between courses that I request due to unit delivery dates.
- (iv) I may need to be enrolled for a longer period than the standard duration of the course to complete the outstanding units, this is dependent on the timetable of unit delivery
- (v) My payment dates for future courses will be amended to reflect revised course dates.
- (vi) All other terms and conditions of my enrolment at WAIFS remain the same.

I request that if/once the date of my return to my study at WAIFS is known, WAIFS prepares a revised letter of offer for the remainder of my studies at WAIFS, reflecting the new start dates arising because of the deferred period.

Please tick and complete (if necessary) either a) or b):

a)

**OR**

b)

**Date of return to class known:**

I request that WAIFS defers my courses to resume on (or as near as possible to) \_\_\_\_\_  
(insert date)

**Date of return to class not yet known.**

I request that WAIFS defers the remainder of my current course and my future courses (as applicable). I will inform WAIFS via email to [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au) as soon as I can when I will return to resume my studies.

I confirm and agree:

- (i) To a revised letter of offer being prepared by WAIFS reflecting the above;
- (ii) That I will sign and date the new letter of offer which reflects the necessary changes required because of my request for a suspension/deferral of my courses at WAIFS. If I do not sign the letter of offer my deferral/suspension will not be finalised.

**PLEASE PROVIDE ALL SUPPORTING DOCUMENTATION FOR YOUR REQUEST. In accordance with the ESOS Act, if you are requesting a transfer to an alternative provider you MUST supply a Letter of Offer from another Australian provider.**

**Conditions**

- **For students requesting a course deferral and then later requesting a course withdrawal, the 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.**
- Enrolment Variation requests will take up to ten (10) working days to assess.
- A formal release will be granted only if the EVF is approved and required to be given by WAIFS in accordance with the National Code 2018 and ESOS Act.
- **Until an EVF is approved, a student remains enrolled in their current course and are subject to all terms and conditions of their enrolment.**

I confirm I have read, understood and agree to the conditions mentioned above and stated in the Notice on Page 1:

Student's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please forward to:**

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

**Email:**

[admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au)

**Fax:**

61 8 6200-6201

**OFFICE USE ONLY**

Approved / Declined

Administration Officer: \_\_\_\_\_

Date \_\_\_\_\_