



NOTICE – TO BE READ AND UNDERSTOOD BY ALL APPLICANTS:

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

If you are not sure what documents you are required to submit with your EVF please email admissions@waifs.wa.edu.au

Students wishing to withdraw 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 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 may be 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 :	
Please tick the box :	
<input type="checkbox"/> Withdrawal from course (cancellation fees if applicable) <input type="checkbox"/> Deferral /Suspension <input type="checkbox"/> Change to another course <hr/> <hr/>	<input type="checkbox"/> Change of commencement date <input type="checkbox"/> Change of Trainer <input type="checkbox"/> Other : (\$50.00 fee may be applicable) <hr/> <hr/> <hr/>

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



PLEASE PROVIDE ALL SUPPORTING DOCUMENTATION (if applicable) FOR YOUR REQUEST.

Conditions

- For students requesting a course deferral and then later requesting a course withdrawal, the Refund Policy (Local) and cancellation fees will be based on the start date of the original enrolment. Refer to your original Letter of Offer for further information.
- Internal Course Variation requests will take up to five (5) working days to complete.

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

Student's Signature: _____

Date: _____

OFFICE USE ONLY

Approved / Declined Payment Yes / No

Administration Officer:

Date:

Reason if declined:

Action required if approved:	Y/N
Send email to student	<input type="checkbox"/>
Update Wisenet	<input type="checkbox"/>
Update fees - finance	<input type="checkbox"/>
Update PRISMS	<input type="checkbox"/>

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