

Variation of Course Form – Higher Education and VET

- This form is to be used if you want to transition to a different course or defer your course.
- If you want to withdraw from a course refer to the **Withdrawal from Course Form**.
- If you have paid for subjects / units of study in the course that you are yet to complete, you will also need to complete an **Add, Drop, Swap Form**. Refer to the Fees Policy to see if you are eligible for a refund of fees paid.

1. PERSONAL DETAILS

Student Number		Date of Birth
Title	Given Name	Family Name
Address		State Postcode
Email		Phone Number

2. COURSE VARIATION / DEFERRAL

Course	Campus
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I wish to vary my course and transition my enrolment from the above course to:

I wish to defer my enrolment for the above course from ___ / ___ / ___ to ___ / ___ / ___.

Reasons for Course Variation / Deferral

Please take the time to list your reasons for course variation/deferral. Your feedback is important to us.

- | | |
|---|--|
| <input type="checkbox"/> Family Illness | <input type="checkbox"/> Personal Problems/Reasons |
| <input type="checkbox"/> Personal Illness | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Travel/break from study |
| <input type="checkbox"/> Course wasn't what I thought | <input type="checkbox"/> Work-related reasons |
| <input type="checkbox"/> Felt unwelcome | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Lack of preparation/not coping | |

Please provide any feedback that you would like to provide regarding your experience.

Student Signature	Date
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PRIVACY: For details of College practices regarding student information and privacy see www.endeavour.edu.au/policies-and-procedures/

OFFICE USE ONLY

Date Processed in Filemaker	<input type="checkbox"/> Office of Student Records Advised
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Staff Member's Name	Signature
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