

Course Variation Application Form

Student Information

This forms for the student who want to make a variation in the current enrolment at Gills College Australia

Please note, a course variation fees of \$250 will apply to all course variation requests

All dates to be filled in DD/MM/YYYY format

Have you paid the course variation fees of \$250?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
This fees is non-refundable	(if no, this request will not be processed.)	

This form **MUST** be completed **BEFORE** we can make ANY change to a student's enrolment.

1. Student Details			
First Name		Student ID	
Last Name			
Current Course		Date Commenced	
Agent Name			

2. Reason for variation			
2.1. Course Deferment (including course Start date)	Note : Changes to course commencement / completion dates may require extension to VISA, fees as applicable will be applicable to DHA		<input type="checkbox"/>
	From (date)	To (Date)	
	Please explain why you want to defer this course		
2.2. Change to another course at Gills College Australia	Note: Changing your original enrolment will mean that your original enrolment is cancelled, and the Refund and Cancellation policy and Procedures will apply. It will be at the discretion of Gills College Australia, as to value of fees transferred to the NEW enrolment but will be NOT LESS THAN what you are entitled to under the Refund and Cancellation Policy and Procedure.		<input type="checkbox"/>
	From (date)	To (date) (Include proposed commencement date)	
	Cancel current course only	Cancel All Courses Enrolled	<input type="checkbox"/>
	Please explain why you want to change your course?		

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2	Bank Details	01.12.2023	Vikrant Jairath	Siddharth Kapur	CEO	01.12.2023

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2. Reason for variation				
2.3. CANCEL enrolment	Note: Cancellation of enrolment may affect your visa. Students MUST report to DHA to confirm their visa status. Gills College Australia's Refund and Cancellation Policy WILL apply to ALL applications for Cancellation. Students entitled to a Refund, must also complete the Refund Application Form.		<input type="checkbox"/>	
	From (date)			
	Cancel current course only	<input type="checkbox"/>	Cancel All Courses Enrolled	<input type="checkbox"/>
	Please explain why you want to cancel your enrolment at Gills College Australia?			
2.4. Request to transfer to another RTO	Note: Changes to your enrolment may affect your visa. Student MUST report to DHA to confirm their visa status..		<input type="checkbox"/>	
	New RTO Name	Attached letter of offer from New course provider	<input type="checkbox"/>	
	Please explain why you want to transfer to another RTO or course provider?			

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2. Reason for variation			
2.5.	Campus Shift Note: Changing campus from one city to another city within Gills College Australia's approved training center is permitted, only with a valid reason and will incur a cost of \$250 for course variation	<input type="checkbox"/>	
	Documents required	Air Tickets to the destination mentioned	<input type="checkbox"/>
		Proof of address including the full address to the place you are moving to	<input type="checkbox"/>
		Others (Please specify)	<input type="checkbox"/>
If Others (please specify): Detailed reason (MUST be completed)			
Please explain why you are moving campus and provide air tickets and new address to the state you are moving to.			

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3. Conditions					
<input type="checkbox"/>	I agree that all terms and conditions are as per my Student Agreement, contained within my Letter of Offer. Gills College Australia's Refund and Cancellation Policy will apply to all adjustments and cancellations.				
<input type="checkbox"/>	I understand that changing my original enrolment will mean that my original enrolment is cancelled, and the Refund and Cancellation Policy will apply. It will be at the discretion of Gills College Australia, as to value of fees transferred to the NEW enrolment but will be NOT LESS THAN what I would be entitled to under the Refund and Cancellation Policy and Procedure.				
<input type="checkbox"/>	I understand that should I want to cancel this Course Adjustment at any time or request any additional alterations to the information supplied above, an administration fee of \$250 may apply.				
<input type="checkbox"/>	I understand that Course adjustments may take up to 10 working days to complete.				
<input type="checkbox"/>	I understand that Gills College Australia will send me an email confirming the details of my variation, to the address provided herein				
<input type="checkbox"/>	By signing this form, I agree that I have read and understood the Note applicable to my Course Variation, and the conditions outlined herein.				
Student Name		Student Sign		Date (DD/MM/YYYY)	

Bank Name	Commonwealth Bank
Account Name	Gills College Australia Pty Ltd
BSB	062 692
Account Number	789 316 96

4. For Office Use Only					
<input type="checkbox"/>	Form Checked and found complete				
<input type="checkbox"/>	Uploaded on Student Management system				
Staff Name		Staff Sign		Date (DD/MM/YYYY)	

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