

Variation to Enrolment Request Form

International Student Program in Victorian Government Schools

How to complete this form

- This form should be used to vary the enrolment of an international student enrolled in the Department of Education and Training's (DET) International Student Program (ISP) courses to change either the:
 - duration of enrolment after granting course credit
 - duration of enrolment after a year level placement change
 - duration of enrolment to reflect compassionate or compelling circumstances, a temporary suspension of studies or as part of an intervention strategy to support students at risk of unsatisfactory course progress
- This form must be signed by a parent/legal guardian or student 18 years and over
- After receiving a completed form and all supporting evidence requesting a variation to enrolment, and after payment of any necessary fees relating to tuition and OSHC, DET (IED) advises the student, parent and school staff of its decision, in writing, within 14 days
- Please complete this form in English only
- Please complete all sections of this form
- **SCHOOL:** Please send the completed form, along with any evidence, via email to: international.school.support@education.vic.gov.au

Section A - Student Details (Host School to complete)

Family name:

Given name:

Student ID Number: Name of current host school:

Section B - Reason for Variation (Host School to complete)

Reason for variation (please tick)

- Vary duration of enrolment after accepting course credit granted by VCAA
- Vary duration of enrolment due to year level placement change
- Vary duration of enrolment due to intervention strategy for course progress (please attach documented intervention strategy)
- Vary duration of enrolment as a result of an approved temporary suspension of enrolment
- Varying duration of enrolment due to compassionate and compelling circumstances

Please provide the following information

Current year level:

Year 20

New year level:

Year 20

Current Course end date:

New Course end date:

Please turn over and complete page 2 of this form.

Section C - Parent Agreement (Parent/Legal Guardian to complete and sign)

By signing this document, you agree to the proposed changes and the following conditions (please tick to confirm):

- I understand that if applicable I can apply for a refund separately. For more information, see: Refund Policy at <https://www.study.vic.gov.au/Shared%20Documents/en/Refund-Request-Form.pdf>
- I understand that if a credit of tuition fees is applicable, the credit will automatically be applied to my child's account and used against future tuition payable
- I agree to contact my child's OSHC provider regarding any amendment to the period of cover required as a result of this change to the duration of my child's enrolment, if applicable. This is a visa condition, please be aware you will be in breach of your visa conditions if you do not amend your OSHC accordingly.
- I understand that, with the exception of the revised course end date, the terms and conditions of enrolment, including the rate of fees payable per semester, remain the same as those specified in the Written Agreement that I signed when I first enrolled my child in a Victorian government school.
- I agree to contact the Department of Human Affairs (DHA) to seek advice on any potential impact to my child's student visa and understand I may need to obtain a new student visa for my child.

Name:

Signature:

Date:

Section D - School Principal Checklist

Principal Checklist:

- The school has consulted with the parents in relation to this request.
- If applicable, an intervention strategy to support a student at risk of unsatisfactory course progress has been implemented and recorded in the student's file. Evidence of the intervention strategy has been attached to this form.
- If applicable, evidence of compassionate grounds has been included.
- CASES21 will be amended to reflect changes to enrolment.

Section E - School Principal Acknowledgement

Current Host School Principal:

I, _____ Principal of _____ acknowledge the request to vary the enrolment of the abovementioned student and confirm that all required evidence is attached (if applicable).

Signature:

Date:

Please turn over and complete page 3 of this form.

Section F - DET (IED) Response

I approve this variation to enrolment. I confirm that the required evidence has been provided (if applicable)

I do not approve this variation to enrolment.

Reason for non-approval _____

Name: _____

Date: / /

School Support Unit, IED

Authorised

Joel Backwell
Executive Director, International Education Division

Date of authorisation: 29/11/2020

Review frequency: This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulatory change.