

Variation to Enrolment Request Form

For students who have commenced study International Student Program in Victorian Government Schools

Complete this form to apply for a variation to enrolment and return it to the Department of Education (DE), International Education Division (IED).

Department of Education
International Education Division
Level 28, 80 Collins Street
Melbourne VIC 3001 Australia

Tel: +61 3 7022 1000
Email: international@education.vic.gov.au
Web: www.study.vic.gov.au



How to complete this form

- This form should be used to vary the enrolment of an international student enrolled in the Department of Education's (DE) International Student Program (ISP) courses to change the duration of enrolment:
 - after granting course credit, or
 - after a year level placement change, or
 - 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, DE (IED) will advise 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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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

Vary duration of enrolment due to compassionate and compelling circumstances

Option 1 - ELC and mainstream study plan changes: Please provide the following information if you are requesting changes to **BOTH** ELC and mainstream study plan

Current year level: ELC	Original ELC end date:	New ELC end date:
Original mainstream start date:	New mainstream start date:	
Original expected year level on commencement	New year level on commencement:	
Original course end date:	New course end date:	

Option 2 - mainstream study plan changes only: Please provide the following information for changes **ONLY** to mainstream study plan

These changes are for the year 20____	Original year level:	New year level:
Original 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.
- If applicable, 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. I am aware that this is a visa condition.
- 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 Home 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 (Host school to complete)

Please tick the following:

- 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 or compelling circumstances has been included.
- CASES21 will be amended to reflect changes to enrolment.
- The school has considered how DE's [School Age Requirements and Age Exemptions Policy](#) will impact the student's enrolment

Section E - School Principal Acknowledgement

Current Host School Principal:

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

Signature: _____ Date: ____ / ____ / ____

Authorised

Linda Vaughan
Executive Director, International Education Division

Date of authorisation: 17/01/2022. **Date last reviewed:** 20/01/2023

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.