

STUDENT DETAILS

Student ID:	
Student full name:	
Course/s:	

TERMS AND CONDITIONS

- As changing your enrolment may affect your student/other type visa you must discuss this request with your education agent with regards to your visa requirements. You may also contact the Department of Home Affairs (DHA) on 131 881 for further assistance.
- If you are applying to change your end date (complete early) your course fees must be paid in full.
- This change will attract an Administration Fee of \$75.00.

APPLICATION DETAILS

Current Start/End Date:		Proposed Start/End Date:	
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Start dates must be a MONDAY and end dates must be a FRIDAY

Reason (attach additional pages if required):

DECLARATION:

I hereby apply to change the dates of my course of study and acknowledge that this application will be processed in accordance with the Imagine Education Australia, Deferral, Suspension and Cancellation Policy, which I have read and understood. A decision will be provided to me within 10 working days of this application being completed. I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the Student Handbook. I understand that if my enrolment has 1 or more other courses this application may affect their start/end dates as well and the break I applied for in my original application will remain unless I have requested otherwise.

Student signature:	
Date:	

OFFICE USE ONLY	
Received by and date:	
Payment received:	☐ EFTPOS ☐ Bank transfer ☐ Cash
Approved/not approved by and date:	
Notes and evidence provided:	
Actioned in eBECAS by Admissions and date:	
Agent and Student advised by Admissions and date:	
Actioned in eBECAS by SPO and date:	
Actioned in PRISMS by Admissions and date:	