

# Enrolment Variation Form

Please print in BLOCK LETTERS

## PERSONAL DETAILS

TITLE: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> OTHER
Family Name:
Given Name:
Student Number:
Course :
Contact No:
Address :
E-mail :

## Please tick the box :

<input type="checkbox"/> Withdrawal from course <input type="checkbox"/> Deferral <input type="checkbox"/> Change to another course <hr/> <hr/>	<input type="checkbox"/> Change of commencement date <input type="checkbox"/> Other : <hr/> <hr/> <hr/>
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Please state your reason(s) for your variation of studies at WAIFS:

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*For international students - if withdrawing must attach: (e.g. Letter of Offer/ Confirmation of Enrolment from new education provider)*

## Conditions

- I agree that all terms and conditions are as per my original enrolment.
- Students requesting for deferral and then later requesting for withdrawal Refund policy will be based on the start date of the original enrolment.

- Course Variations will take up to 5 working days to complete.
- Deferral requests **must** attach relevant documents as evidence.
- Release letter will be given only if the application is approved.

**Student's Signature:**

**Date:**

**Please forward to:**

c/o- Student Services Manager                 OR   FAX: 61 8 6200-6201   OR   admin@waifs.edu.wa.au  
 WEST AUSTRALIAN INSTITUTE OF FURTHER STUDIES  
 2, Onslow Place  
 Joondalup WA 6027  
 Australia

**OFFICE USE ONLY**

**Approved / Declined**

**Payment   Yes / No**

**Student Services Manager : .....**

**Date: .....**

**Reason if declined :**


**Action required if approved:**

Send email to student	
Update Wisenet	
Update fees - finance	
Update PRISM	