

# Enrolment Variation Request



Complete this form if you are **seeking to withdraw, defer or vary or extend your course of enrolment** with Australian Academy of Advanced Skills (AAAS)

- Extension request would be provided if you are varying your enrolment duration within three (3) months.
- Any extension request over three (3) month's duration, you may apply for a deferral request or again in the last week of the approved extension period.

FIRST NAME		LAST NAME			
ADDRESS		STATE		POST CODE	
EMAIL		PHONE			
LOCATION		USI			
QUALIFICATION CODE & TITLE					

<b>VARIATION TYPE &amp; REASON</b>  <b>ATTACH EVIDENCE</b>  All reasons must be supported by a valid evidence of claims  <i>e.g. Medical certificate, Centrelink statement, job offer letter, bank statements, change of address proof or other valid evidence</i>	<b>Extension:</b>	<b>Deferral:</b>
	<input type="checkbox"/> Health conditions / illness  <input type="checkbox"/> learning barriers / challenges  <input type="checkbox"/> Financial hardships  <input type="checkbox"/> Personal or family problems	<input type="checkbox"/> Transfer to another qualification within AAAS  <input type="checkbox"/> Personal or family problems  <input type="checkbox"/> Health conditions / illness  <input type="checkbox"/> Financial hardships
	<b>Expected re-commencement Date:</b>	
	<b>Withdraw</b>	
	<input type="checkbox"/> my course selection is different from my career goals  <input type="checkbox"/> Health conditions / illness  <input type="checkbox"/> Obtained employment  <input type="checkbox"/> Lack of Support	<input type="checkbox"/> Financial hardships  <input type="checkbox"/> Personal or family problems  <input type="checkbox"/> Moving interstate / Overseas  <input type="checkbox"/> Transfer to another College / University pathway
	<input type="checkbox"/> Other Variations & Reasons:	

**Note:** Learners who are requesting the refund due to this arrangement, please complete "Refund Request Form" and submit along with this form. The form could be downloaded from our website [www.aaas.edu.au/downloads](http://www.aaas.edu.au/downloads)

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**DECLARATION:**

- I understand, Australian Academy of Advanced Skills (AAAS) has provided alternative support options, prior to making my decision for enrolment variation.
- I understand and I accept the responsibilities and obligations for this arrangement.

For learners who are enrolled under Government subsidised training arrangements,

- I understand AAAS may re-assess my eligibility at the time of re-commencement and fees & charges may vary based on the fee policy of the subsidised training arrangements.

**I authorise:**

- AAAS to withdraw me from all studies commitments I am involved in with AAAS, effective from the date of request above.
- Any fees or charges due to extension or deferral arrangement to be transferred during the time of re-commencement.

**LEARNER Signature**

/ /

**Date**

Office Use Only			
<b>Date of Learner Meeting</b>		<b>RTO Manager Signature</b>	
<b>Comments:</b>			

Learner request approved  Yes  No

**CEO Signature**

/ /

**Date**