

1. STUDENT DETAILS			
Name:		Student ID:	
Email:		Mobile:	
Current Course:		Course Start Date:	

2. STUDENT REQUEST (tick and provide the relevant details as required)			
☐ I wish to apply for <u>Early Course Completion</u> of my course in which I am currently enrolled in. (I understand the variation will be subject to course availability.) ☐ I understand that I need to seek advice from immigration on the potential impact of this variation on my student visa.			
Current Course Start Date:			
Provide reason for requesting early completion, and provide supporting documentation			
Requests to early completion must be received by PEIA with at least one week's notice prior to the course commencement date.			

☐ I wish to <u>Defer</u> my my course in which I am currently enrolled. (I understand the deferment will be subject to course availability). ☐ I understand that I need to seek advice from immigration on the potential impact of this deferment on my student visa.			
From Current Course Date:		Requested New Start date:	
Provide reason for requesting an enrolment deferral, and provide supporting documentation			
Requests to defer must be received by PEIA with at least one week's notice prior to the course commencement date.			

☐ I wish to <u>Suspend</u> my enrolment to another course date. <i>(I understand the Suspension will be subject to course availability.)</i> ☐ I understand that I need to seek advice from immigration on the potential impact of this suspension on my student visa.			
From Current Course Date:		To Requested New Start date:	
Provide reason for requesting an enrolment suspension, and provide supporting documentation			
Requests to Suspend a current course must be received by PEIA after the course commencement.			

☐ I wish to <u>Cancel</u> my enrolment from this course. <i>(Please provide necessary supporting documents as evidence.)</i> ☐ I understand that I need to seek advice from immigration on the potential impact of this cancellation on my student visa.	
Provide reason for request to cancel your enrolment, and provide supporting documentation	
Cancellations are subject to approval by PEIA Management (CEO / PEO).	

STUDENT SIGNATURE:

☐ I wish to <u>Extend</u> my course in which I am currently enrolled <i>(Please provide necessary supporting documents as evidence.)</i> ☐ I understand that I need to seek advice from immigration on the potential impact of this extension on my student visa. ☐ I understand that enrolment extension may incur additional fees	
Provide reason for request to extend your enrolment, and provide supporting documentation	☐ Compassionate and compelling circumstances ☐ Unsatisfactory attendance and/or course progress ☐ Other
Student should submit the form at least 10 days prior to their enrolled course end date. The application process may take up to 7 working days from the lodgment of application to be assessed and processed.	

Student's Name:		Student's Signature:		Date:	
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ADMIN/TRAINING COORDINATOR

Approved / Declined: Provide Justification/Explanation:			
Decision:	APPROVED ☐	DECLINED ☐	

Signature:		Staff Name and Position:	
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Administration and Data Requirement

PEIA managers and staff each have a responsibility to ensure that all student records and data are fully always maintained and are current, therefore you are to ensure all PEIA documentation, applications and forms completed and duly signed, authorised and approved by relevant delegate regarding an PEIA enrolled student, information must be entered correctly and in a timely manner.

PEIA staff are to ensure all data entries made into the PRISMS student/course records are completed strictly in accordance with the PRISMS User Guide.

Note:

*** Data entries within PRISMS are only to be made by authorised and appointed PEIA Staff who have successfully completed the PRISMS induction and training sessions.**

*** \$250 course variation fee apply.**

OFFICE USE ONLY

Student was informed of the need to seek advice from immigration on the potential impact on the student visa	☐
Updated on PRISMS (where applicable):	☐
Updated on Student Management System:	☐
Student notified via emailed:	☐

Date email sent

Processed by (Name):		Date Processed:	
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