

**Jasmine Education Group Pty Ltd t/a Queen Anne English College - Queen Anne Business College**

ABN: 551320089025 | National Provider Code: 40458 | CRICOS Provider Code: 03240D

Bankstown Campus: Level 1, 49 Raymond Street, Bankstown NSW 2200 | Sydney City Campus: Level 4,225 Clarence Street, Sydney, NSW 2000

Phone: (02) 97074840 | Email: admin@qaec.nsw.edu.au | Website: www.qaec.nsw.edu.au

You should complete this form if you want to:

1. Transfer from one JEG course to another JEG course
2. Discontinue a course/ Transfer
3. Defer, suspend, extend a course or change start date.

**Students must seek advice from the Principal Administrator before submitting this form if needed.**

## Student Details

|                       |  |         |  |            |
|-----------------------|--|---------|--|------------|
| Full Name:            |  | ID:     |  |            |
| Course:               |  | Start:  |  | End:       |
| Phone:                |  | E-mail: |  |            |
| Street name & number: |  |         |  |            |
| Suburb:               |  | State:  |  | Post Code: |

Please update my contacts as above :  Yes  No

| Current Course |  | Start               |  | End |  |
|----------------|--|---------------------|--|-----|--|
| New Course     |  | Proposed start date |  |     |  |

### Request type

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Transfer from one JEG to another JEG | <input type="checkbox"/> Discontinue a course/Withdraw | <input type="checkbox"/> Change start date |
| <input type="checkbox"/> Defer/suspend a course               | <input type="checkbox"/> Extend course duration        |  |

Evidence/ Reason for variation

### Supporting Documents (please tick and attach)

- |   |                                       |  |  |
|---|---------------------------------------|--|--|
| <input type="checkbox"/> Offer letter from another provider | <input type="checkbox"/> Another visa | <input type="checkbox"/> Medical certificate | <input type="checkbox"/> Flight ticket |
| <input type="checkbox"/> Other:                             |                                       |  |  |

### Notes:

- 'Course' refers to the total period as set out in your eCoE and/or Letter of Offer.
  - Requests to defer/suspend a course or extend course duration will be granted only in cases of compassionate and compelling circumstances, as defined in the college policies as mentioned in Student handbook.
  - There is no refund of fees or part there of once you have commenced or deferred your course. All requests for refund must be made in writing on the Refund Request Form. Please refer to the college Refund Policy for more information.
  - Any change to your course duration or enrolment status will be reported to the Department of Home Affairs (DOHA)
- Please note that, if you agree to update your details, you need to advice Department of Home Affairs (DOHA)

**I have read and understood the conditions relating to my request.**

|           |  |  |      |  |
|-----------|--|--|------|--|
| Signature |  |  | Date |  |
|-----------|--|--|------|--|

# Student Course Variation Request

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## Office use only

| Task             | Staff    |  |                          |          | Date |
|------------------|----------|--|--------------------------|----------|------|
| Received by      |          |  |                          |          |      |
| Request outcomes | Approved |  | <input type="checkbox"/> | Declined |      |
|                  | Name     |  | Signature                |          |      |

### Notes/ Reasons