



Course Variation/Transfer Request Form

Instructions:

- This application must be completed by any student seeking to change their currently enrolled course at Aura Education.
- The completed application must be submitted to the Enrolment Officer four (4) weeks before the end of the current course/study.
- This application is subject to processing after completing the first six months of your course.
- If the request is approved, you must pay a \$250 course-varying fee to proceed with the request.

Student Name:	
Student ID No:	
Current Course:	
Intended Course to study in:	
Reason(s) for changing the course: Clearly explain the reason and attach any supporting evidence.	
Declaration	
▪ I confirm that the information provided in this application is true and accurate to the best of my knowledge. ▪ I also understand that changing my course may affect my future enrolment and visa conditions. Further, ▪ I consent to Aura Education collecting evidence, sharing my details with any necessary parties, and processing the request for a course change.	
Signature:	
Date:	

Office Use Only		
Outcome of the Request:		
Date Payment Received:		
Follow-up Action	Completion Date	Staff Responsible
Date Enrolment Register, Student Folder & System Updated:		
Staff Name:		
Position:		
Date:		
Signature:		