

Variation of enrolment request form

Privacy statement

Department of Education collects personal information from you, including information about your name, email address, signature, address, telephone number, date of birth, and school enrolment details.

We collect this information to assess your variation of enrolment request. The Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 allow us to collect this personal information.

Your information may be shared with your current school, proposed new school, Overseas Student Health Cover (OSHC) provider, and Provider Registration and International Student Management System (PRISMS).

We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information Privacy Act 2009.

How to complete this form

- This form should be used to request a variation of enrolment of an overseas student enrolled in an Education Queensland International (EQI) International student program (ISP). Variations of enrolment include: course type or duration, year level, and change to another Queensland Government school.
- Variation of enrolment request will be approved if:
 - parents or legal custodians support the change;
 - school supports the request;
 - there is evidence of compassionate or compelling circumstances;
 - tuition or other fees have been paid;
 - administration fee for this variation of enrolment is paid, if required.
 - for a change of school, in addition to the above points:
 - it is approved by your current school and the proposed new school;
 - continuous welfare arrangements are confirmed with both schools (only applicable, where the overseas student is under EQI welfare).
- This form must be submitted via email to EQInternational@qed.qld.gov.au with 'Variation of enrolment request' in the subject line and all required supporting documents attached. For enquiries, please phone 1800 316 540 (within Australia).

Overseas student details

Family name:		Given name/s:	
Date of birth:		OneSchool ID:	
Email:		Mobile number:	
Current school:			Current year level:

Reason for variation of enrolment

Tick all that apply	Details		
Change of school	Proposed new school:		
	Proposed last day at current school:		Proposed start date at new school:
Change of year level	Current year level:		Proposed year level:
Change of course type	Current course:		Proposed course:
Change of duration	Current duration:		Proposed duration:
Other change	Current details:		Proposed change:
Reason You must include evidence of compassionate and compelling circumstances	This change has been recommended by my school Other, please provide details:		

Overseas student's and parent's agreement

- I have discussed my request with my current school's international student coordinator and/or guidance officer;
- I have read and understood the privacy notice at the beginning of this request form;
- I have no outstanding fees;
- I have provided reasons for the variation of enrolment above; and
- All information provided in this application form is true and accurate to the best of my knowledge.

Student name:			
Signature:		Date:	
Parent name:			Email:
Signature:		Date:	

OFFICE USE ONLY: School Principal (approval)

Principal current school

Name:		Signature:		Date:	
I approve the variation of enrolment request.		I do not approve the variation of enrolment request			

Reason: A reason for **not approving** the variation of enrolment request must be provided.

Principal proposed new school (required only for change of school requests)

Name:		Signature:		Date:	
I approve the variation of enrolment request.		I do not approve the variation of enrolment request			

Reason A reason for **not approving** the variation of enrolment request must be provided:

OFFICE USE ONLY: EQI staff (required actions)

- Ensure approvals have been provided (Principal and Parent). For change of school, check approval from new school Principal)
- Ensure necessary documentation to support the request has been provided (e.g., welfare arrangement is continuous)

If approved:

- Create new CoE and CAAW (if required)
- Revise enrolments in ISMS
- Send new CoE and CAAW (if required) to agent/parent together with invoice (if necessary)
- Notify school staff (include any additional action from the school)
- Reissue invoice.

Comments: