

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 (if applicable), Overseas Student Health Cover (OSHC) provider, your current homestay provider (if applicable) 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, change to another Queensland Government school and a student initiated cancellation (also known as student initiated withdrawal). If you are staying in Australia on a student visa and plan to enrol with another Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider, please do not complete this form. Instead, refer to the [Transfer procedure](#).
- Variation of enrolment request will be approved if:
 - parents or legal custodians have supported the change in writing;
 - school supports the request (not applicable for student initiated cancellation requests); and
 - there is evidence of compassionate or compelling circumstances (not applicable for student initiated cancellation);
 - tuition or other fees have been paid;
 - administration fee for this variation of enrolment is paid, if required. Noting this may be a different amount for student initiated cancellation.
 - 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).
- Before you submit this form, you should read the [Student management procedure](#) and you should speak to your international student coordinator and school guidance officer to discuss possible implications of your variation of enrolment request.
- Changes to your enrolment may affect your student visa. You should seek advice from the Commonwealth government department responsible for immigration on the potential impact on your student visa.
- Depending on the changes to your enrolment, you may be entitled to a refund of unused tuition and/or homestay fees, in line with EQI's [Refund policy](#). Please refer to your enrolment agreement for further information.
- The changes to your enrolment will be recorded in PRISMS, as required by Australian law.
- 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).
- In most cases, where the variation of enrolment request is "not approved", the decision can be appealed in line with the [Complaints and appeals procedure](#). If no appeal is made, the decision will take effect, and this matter will be closed with no further notice.

Overseas student details

Family name:		Given name/s:	
Date of birth:		OneSchool ID:	
Email:		Mobile number:	
Current school:			
Currently living with:	<input type="checkbox"/> Homestay family <input type="checkbox"/> Parents <input type="checkbox"/> Guardian		Current year level:

Department of Education, trading as Education Queensland International. CRICOS Provider Code: 00608A.

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Uncontrolled copy. Refer to the Department of Education Policy and Procedure <https://ppr.qed.qld.gov.au/pp/student-management-subclass-500-schools-visa-procedure> to ensure you have the most current version of this document.



Reason for variation of enrolment

Tick all that apply	Details			
<input type="checkbox"/> Change of school	Proposed new school:			
	Proposed last day at current school:		Proposed start date at new school:	
<input type="checkbox"/> Change of year level	Current year level:		Proposed year level:	
<input type="checkbox"/> Change of course type	Current course:		Proposed course:	
<input type="checkbox"/> Change of duration	Current duration:		Proposed duration:	
<input type="checkbox"/> Student initiated cancellation	Proposed last day at current school:			
<input type="checkbox"/> Other change	Current details:		Proposed change:	
Reason <i>You must include evidence of compassionate and compelling circumstances (not applicable for student initiated cancellation requests, although a reason is still required)</i>	<input type="checkbox"/> This change has been recommended by my school <input type="checkbox"/> 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 (not required for student initiated cancellation requests)

Name:		Signature:		Date:	
<input type="checkbox"/> I approve the variation of enrolment request.		<input type="checkbox"/> 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:	
<input type="checkbox"/> I approve the variation of enrolment request.		<input type="checkbox"/> 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)

Checks required before EQI staff can process:

- Ensure approvals have been provided (Principal and Parent). Principal approval is not required for student initiated cancellation requests.
- For change of school, ensure approval has been provided 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.

For student initiated cancellation requests:

- Ensure school and homestay are aware of the student-initiated cancellation (withdrawal) request.
- Ensure there is no outstanding fees.
- Send [refund request form](#) (if applicable)
- Revise enrolments in ISMS
- Update PRISMS with the withdrawal date.
- Notify relevant stakeholders (for example, school staff, homestay providers and student) when this has been processed.

If not approved:

- Return this form to the relevant stakeholders (for example, student, parent, agent, school staff, and homestay providers), ensuring that the email containing this completed form includes the following advice:
 - Your request has not been approved.
 - You are able to appeal this decision in line with the [Complaints and appeals procedure](#).
 - If you choose to appeal this decision, further communication will occur in line with the [Complaints and appeals procedure](#).
 - If you choose not to appeal this decision, the decision will take effect, and this matter will be closed with no further notice.

When advised by an EQI Officer, the second point above can be amended to “You are not able to appeal this decision because [explain the reason why]. This decision will take effect immediately, and this matter will be closed with no further notice.” For example, *You are not able to appeal this decision because this request cannot be processed due to a restriction outside of our control, your requested variation of enrolment means you will [no longer meet the age requirements to obtain a student visa](#). This decision will take effect immediately, and this matter will be closed with no further notice.* If you are advised that the student is not able to appeal the decision, then the last two dot points above should be removed.

Comments: