



## Course Variation Form

Student Name:		Student Number:	
Telephone:		Email:	
Current Courses:			

**I am requesting transfer to:**

**New Course:** \_\_\_\_\_

**PLEASE CHECK YOUR EMAIL ADDRESS FOR THE OUTCOME OF YOUR REQUEST. CTA WILL NOT RING YOU OR SEND YOU TEXT MESSAGES ON YOUR MOBILE PHONE.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### CTA OFFICE USE ONLY

Transfer date: \_\_\_\_\_ Allocated class group: \_\_\_\_\_

New anticipated course end date: \_\_\_\_\_

Approved  Not Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments by Finance:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Student Service:

Extended Fee Payment \_\_\_\_\_ CoE \_\_\_\_\_

Class Allocation \_\_\_\_\_ Database \_\_\_\_\_

Attendance Roll \_\_\_\_\_ Others \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit this form to CTA [admissions@ctaaustralia.vic.edu.au](mailto:admissions@ctaaustralia.vic.edu.au). Please note your application for withdrawal will be assessed within 10 working days and you will be notified of the outcome of your application in writing.*

*If you do not have written confirmation of your cancellation of enrolment and you do not attend your scheduled classes, you will be marked absent and reported for non-commencement of studies.*

*Review August 2025*

