

ATMC PY Course Variation Form

Section 1. Application Details

Date of Application *



Day Month Year

Student ID

Student's Full Name *

First Name Last Name

Email *

example@example.com

Phone Number *

Please enter a valid phone number.

Trainer's Full Name

First Name Last Name

Course Start Date

PE Online Course (if known)

Section 2. Course Variation Details

Please select the course variation request *

2.1 Course Suspension

Please read below conditions

Course Suspension request based on an [extenuating circumstance](#) might be approved with the provisions of the followings:

1. Student to provide substantial and circumstantial evidence. E.g., copy of medical certificate, flight ticket and other official declaration letter that has been signed by either local or state based authorities.
2. It is the student responsibility to ensure that this course suspension request does not affect their current visa provision and conditions. APYP Framework stipulates conditions that all students enrolled to its PY program must complete their coursework and the Internship program within 52 weeks from the course start date.
3. The student must provide copy of evidence for additional visa provisions for suspension request of more than 28 days.
4. The submission of course suspension request for more than 28 days will result in "transfer of Enrolment Intake Group (cohort)." ATMC PY will determine the most suitable replacement of Enrolment Intake Group (cohort) based on the length of the course suspension that is requested by the student.
5. ATMC PY Administration will maintain the compliance of all enrolment documentation and records. Thus, student will not be permitted to continue progressing their course(s) with an "Expired Visa Date" as documented in the student enrolment details.
6. ATMC PY Administration will not issue any letter or completion, certification and testamur without the provision of evidence of valid Visa conditions that allows the student to stay in Australia with no limitation of studying and working conditions.
7. Student for a course deferral will be assessed in the case-by-case scenario. Thus, ATMC PY has the rights to decline the student request when the provisions of substantial evidence has not being met and/or when ATMC PY has the reasons that by granting the student course suspension request may disadvantage the student in their future course progression or cause a non-compliant issues in ATMC PY administrative processes and procedures.
8. ATMC PY may consider the student course suspension request for up to 24 Weeks, with the conditions that the requirements stated above are being met prior the submission of course suspension request.
9. **Administration fees and charges applied. ATMC PY Administration fees of AUD\$125.00 (Inc. GST).**

Note: (*): ATMC PY Administration fees may be subject to change.

Course Suspension

Course Suspension Start Date



Day Month Year

Course Suspension End Date



Year Month Day

The nature of course suspension request

ATMC PY will only consider course suspension request based on extenuating circumstances

2.2 Course Extension

Please read below conditions

The Course Extension request will only be accepted by ATMC PY based on the following conditions:

1. The course extension request is due as the result of "the student has not yet met their academic provisions." E.g., request of resubmission as assessments are not yet met PY's competency requirements.
2. Student must submit the course extension request form from 60 to 28 days prior their course end date. Thus, ATMC PY will not accept and decline the course extension request that is submitted after the course end date.
3. ATMC PY will not accept and decline the course extension request that is submitted more than 60 days prior the course end date.
4. ATMC PY may extend the student enrolment for up to 28 days from the course end date as listed on the student offer letter and course agreement form.
5. **Administration fees and charges applied. ATMC PY Administration fees of AUD\$125.00 (Inc. GST).**

Note: (*): ATMC PY Administration fees may be subject to change

Please complete below section for course extension request

Student current course end date



Day Month Year

The nature of course extension request

ATMC PY will consider course extension request based on "student has not met academic submission requirements" only.

Section 3. Terms and Conditions

1. ATMC PY will issue a "course suspension request received notification letter" for every course suspension request submitted.
2. ATMC PY will assess the course suspension request on a case-by-case scenario and thus, submission of course suspension request does not guarantee that leave will be granted.
3. Once the course suspension request has been approved, ATMC PY will issue an invoice payment in conjunction with the "course suspension request received notification letter."
4. **Note: Instruction on how to complete the payment is available in the invoice payment section.**
5. The course suspension request will only be processed once payment has been made and receipt received by ATMC PY.
6. ATMC PY Administration will issue a "course suspension request - processed" notification letter once the payment submission has been confirmed.
7. Student will receive a final "Confirmation of course suspension - approved letter" along with information of changes (if applicable) on their enrolment details and course status.

Section 4. Student Declaration

Student's Name *

I declare that the information I have provided to the best of my knowledge is true and correct. I confirm that I have read and understood the information contained in this form as advised and discussed by ATMC PY Administration staff. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice detailed in this form.

Date *



Day Month Year

Section 4. ATMC PY Administration to complete

For office use - student do not complete

Nature of course variation submission

Proof of payment submitted

Yes

No

Not required

Supporting documentation submitted

Yes

No

Not required

Course variation request has resulted in change of cohort

Yes

No

Course variation request has resulted in change of cohort

Yes

No

If YES, which cohort the student will be placed upon the re-commencement of their course?

Enter future intake date

Student planned return date



Day Month Year

Anticipated internship placement date



Day Month Year

Anticipated graduation date



Day Month Year

Approved by PY Officer

Officer's Name

Approval Date



Day Month Year