



Registration Variation Form

RVF

for registering and / or modifying registration

Please use BLOCK LETTERS to fill out the form. Remember to print clearly.

This form will only be accepted after Student's ID has been verified.

Student Details

Student ID number

Daytime contact phone number

Title

Family name

Given name(s)

Study Plan Details

Student to complete
Current details only
Year:
Study Period (Session):
Program:

Student to complete		
Action	Module Code	Group Number
Add / Drop		
Add / Drop		
Add / Drop		
Add / Drop		
Add / Drop		

Staff Member to complete
Penalty (delete module / award W or WF grade)

* classes are not guaranteed due to the class being at maximum capacity

Student Declaration

- I understand it is my responsibility to ensure that my registration is correct.
- I agree to be bound by the Statutes, Rules and Policies of SIBT as amended from time to time and agree to pay all fees and charges directly arising from my registration.
- I consent to receiving information electronically from SIBT.
- I agree to access my @learning e-mail account to receive official communication from SIBT.
- If you are an International Student Studying in Australia on a student visa you must be registered in a full-time load at all times to comply with the condition of your visa. If you have extenuating circumstances and want to reduce your load you must seek approval by making an appointment with Student Learning Advisor.
- SIBT Policies can be found at - <https://www.sibt.nsw.edu.au/policies>

While I am registered at SIBT, I undertake to observe all its statutes, by-laws and rules and accept responsibility to ensure that my registration is correct and to abide by the declaration on this form.

Student's Signature

Date (dd / mm / yyyy)

Office Use Only

 Approved
 Not Approved

Reason for decision:

Authorising Signature

Notes Added

Date (dd / mm / yyyy)

 Fees Paid (if adding modules)
 Registration Amended
 Student Notified
 Notes Added
 Accounts Notified

Processed by

Date (dd / mm / yyyy)