

This form is for any student who needs to make an amendment to their enrolment such as deferral, transition of qualification or withdrawal (if you are seeking a letter of release, please refer to International Student Request for Release Form)

Student Details			
Student Number		Date	
Family Name		Given Name	
Address			
Contact Number			
Email Address			

Course Details				
Current Qualification(s)				
I am applying for the following change: <input type="checkbox"/> Deferment/Suspension <input type="checkbox"/> Extension <input type="checkbox"/> Transition <input type="checkbox"/> Withdrawal				
Qualification	Current Start Date	Current End Date	Proposed Start Date	Proposed End Date

Student Details
Please outline your reasons for wanting to process a change in your enrolment, please attach any supporting documentation such as visa processing papers, medical documentation, etc.

Student Declaration:

- I have read and understand the Change of Enrolment Policy
- I have read and understand the Fees, Charges and Refund Policy
- I understand the Cancellation and Refund Policy.
- I understand that I will receive a written response with ten (10) business days outlining the college 's decision upon validation of the documentation I have provided.
- I have provided supporting documentation to support my request.

Student Signature		Date	
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Office Use Only			
Date application received:	Received by:		
Recommendation for actions:			
Academic Manager– Faizan Tasneem			
Change approved: Yes No	Date:	Signature:	
Comments:			
Finance – Shafiq Ahmed			
Fee changes applicable: Yes No	Date application sent to Finance:		
Fees to be raised:	Date Invoice send to student:		
Refund/Credit applicable: Yes No	Date:	Signature:	
Financial clearance provided:	Signature:		
Admissions – Ryan Rahimi			
PRISMS Variation Required: Yes No	Date application sent to Admissions:		
Revised CoEs created:			
Revised CoE Sent to Student: Yes No	Date:	Signature:	
Student Support or Admission Officer			
SMS Updated: Yes No	Date:		
Filed in student file: Yes No	Date:	Signature:	