

VISA AMENDMENT/EXTENSION REQUEST FORM



AVIATION COLLEGE

INSTRUCTIONS

This form is to be used to obtain a new Electronic Confirmation of Enrolment (eCOE) for the purpose of extending a student visa. Applications for a new eCOE for visa extension purposes will only be processed after an interview has taken place with the Chief Pilot.

- Complete all required details below and overleaf.
- Return completed form with relevant program authority recommendations to Basair – Student Coordinator.

Incomplete and/or undocumented applications will NOT be accepted.

IMPORTANT

- **You must be enrolled full time** Students who are not correctly enrolled will not be issued with a new eCOE.
- Your new eCOE will be emailed to your **student email account**.

Overseas Student Health Cover (OSHC)

Australian Government law requires international students and their dependents undertaking formal studies in Australia to obtain OSHC for the proposed duration of their visa, prior to their student visa being granted.

All students should provide proof of OSHC directly to the Department of Immigration and Border Protection (DIBP) when extending their visa.

Personal Details

Student ID:	Date of Birth:
Family Name:	Given Names (as ordered in your passport)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Email:
Nationality:	Contact Number:
Postal Address:	

Course Details

ALL STUDENTS ARE REQUIRED TO COMPLETE THIS SECTION	ONLY STUDENTS WHO ARE UPGRADING THEIR COURSE NEED TO COMPLETE THIS SECTION
Course Name:	New Course:
Course Code:	New Course Code:
Date of Commencement of Course:	Date of Commencement of New Course:

1639.11.1015

BANSK TOWN CAMPUS

A 628/23-25 Airport Avenue

Bankstown Airport NSW 2200

P +61 2 9791 0011 F +61 2 9791 0065

W basair.edu.au E fly@basair.edu.au

CESSNOCK CAMPUS

A Terminal Building

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ARCHERFIELD CAMPUS

A Building 9 Grenier Drive

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Anticipated Date of Completion:	Anticipated Date of Completion:
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Visa Details

Original Student Visa Valid: FROM: ____ / ____ / ____ TO: ____ / ____ / ____						
If you are not currently on a Student Visa please specify your current visa type:						
Please indicate your reason for applying for a new electronic confirmation of enrolment:						
<table border="1"> <tr> <td>Failure in course(s) (you must attach your KDR results)</td> <td><input type="checkbox"/> Course upgrade within Basair</td> </tr> <tr> <td>Exceeded normal program duration/flying hours</td> <td><input type="checkbox"/> Credit Transfer (change in program duration)</td> </tr> <tr> <td>Resuming studies after suspension</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>	Failure in course(s) (you must attach your KDR results)	<input type="checkbox"/> Course upgrade within Basair	Exceeded normal program duration/flying hours	<input type="checkbox"/> Credit Transfer (change in program duration)	Resuming studies after suspension	<input type="checkbox"/> Other _____
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Exceeded normal program duration/flying hours	<input type="checkbox"/> Credit Transfer (change in program duration)					
Resuming studies after suspension	<input type="checkbox"/> Other _____					

Passport Details

Passport Number:	Passport Expiry Date: ____ / ____ / ____ (dd/mm/yyyy)
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DIBP Office

Please indicate the DIBP Office where you will be submitting your application: _____

If your preferred office is overseas please indicate the City and Country. If you do not indicate a DIBP Office it will be assumed that you will be submit your application at Lee Street SYDNEY

PLEASE NOTE

- If you wish to stay in Australia for additional flying or recency, you must apply for a Tourist Visa from DIBP. DIBP will not give you an extension on your Student Visa for additional flying or recency.
- You may need to provide DIBP with a support letter from Basair as evidence, of which you can obtain from the College.

Student Declaration:

I certify that the information supplied by me on all parts of this form is correct and true to the best of my knowledge. I understand that I must have OSHC for the proposed duration of my Student Visa prior to my Student Visa being issued.

I understand that any false statement may result in:

- Basair notifying DIBP about my false claims
- a charge of breach of discipline or academic misconduct made against me

STUDENT ID: _____ **SIGNATURE:** _____ **DATE:** _____

TO BE COMPLETED BY HR/ADMIN MANAGER / CHIEF PILOT

Can you verify that the information provided on this form is accurate: YES NO

The College may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration. **Please indicate the reason the student has exceeded normal course duration (please tick):**

Compassionate or compelling circumstances (eg. Illness or failure of pre-requisite course)

The College implementing its intervention strategy for students who were at risk of not meeting satisfactory program progress

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☐ Student returning from approved program leave or suspension

☐ Failure in exam(s) – please attach KDR's

Comments:

Please indicate the student's expected date of completion: _____ / _____ / _____

How many exams does the student have to complete to meet the requirements? _____

How many hours does the student have to complete to meet the standard? _____

Full Name: _____ **Signature:** _____

Position Held: _____ **Date:** _____

School Stamp:

OFFICE USE ONLY: (to be completed by accounts/compliance)

PART 1 (TO BE COMPLETED WHEN STUDENT SUBMITS FORM AT COUNTER)

Outstanding Fees: YES NO (if YES) Amount \$ _____

Outstanding Accom: YES NO (if YES) Amount \$ _____

Enrolment: Full Time Part Time Not Enrolled

PART 2 (TO BE COMPLETED BEFORE PROCESSING eCOE)

CRICOS Code:

Fees Remaining: \$

PART 3 (TO BE PROCESSED BEFORE ISSUING eCOE)

Payment of \$250 collected from student for extension of eCOE

Receipt No:

New eCOE number:

Processed on:

Processed by:

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