

COURSE ENROLMENT VARIATION

INSTRUCTIONS

This form is to be used when applying for course leave, course deferral or course withdrawal.

Read the guidelines and advice below carefully

- Complete all required details
- For Course Leave complete Section 4A
- For Course Deferral complete Section 4B
- Student Visa holders MUST read the guidelines below and complete Section 3
- Attach original supporting documentation as appropriate
- Sign endorsement overleaf: you must read the endorsement declaration before signing
- Return completed form with supporting documents (if required) to the Student Coordinator.

Incomplete and/or undocumented applications for leave of absence or cancelling program enrolment will not be accepted.

GUIDELINES

COURSE LEAVE (Section 4A)

- Leave from a course of study may be granted to students dependant on the reason for required leave
- Students should read and sign the approved absenteeism form (#1709) before submitting this leave application form
- A student whose application for leave is rejected or who does not resume study at the end of the approved leave period must apply, in the usual manner, for re-admission to the course
- Holders of a Student visa must read and complete Section 3

PROGRAM DEFERRAL (Section 4B)

- This form is to be used when a new student has accepted an offer for an enrolled course which they wish to defer. Students who have not yet enrolled may contact the relevant Admissions Office directly to request a deferral.
- International Students will automatically be issued with a new offer by the College at the end of the deferment period.
- Students who do not resume study in the following year must compete for a place if and when readmission is sought.
- Holders of a Student Visa must read and complete Section 3

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IMPORTANT ADVICE FOR STUDENT VISA HOLDERS

- **DIBP Notification of Course Leave/Cancellation:** Under Commonwealth legislation, the College is required to notify the Department of Immigration and Border Protection (DIBP) of changes to the enrolment of Student Visa holders. Cancellation and Leave of Absence (Course Leave) will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type. Provided you report to the Department of Immigration and Border Protection as required, your visa cancellation should be “without prejudice”, and should not prevent you from reapplying in the future. Students transferring to another institution in Australia must include details of their new education provider to avoid visa cancellation.
- **Granting of Course Leave to Student Visa holders:** As required by Commonwealth law, student visa holders will be granted leave by Basair conditional on complying with Immigration requirements. In all but exceptional circumstances (eg serious personal/health problem requiring you to remain in Australia), student visa holders granted leave will be required to depart Australia for the duration of their leave. If you believe your circumstances are exceptional, please provide documentation to support this claim. In all cases, student visa holders granted leave by the University must report to Immigration authorities to clarify their visa status.
- **Reapplying for your student visa:** You may find it is simplest to apply for a new student visa prior to departing Australia. Whether you choose to apply in Australia or overseas, fill in a Visa Extension/Amendment form, available from Basair's Student Coordinator, with your revised course start and end dates, and have it approved by Management. Retain a copy of both forms for your records. Your new eCOE will be emailed to your student email account.

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COURSE ENROLMENT VARIATION

SECTION 1: PERSONAL DETAILS

Family Name:

Student ID:

Given Name:

Student Visa: please tick Yes No
If you ticked YES you MUST complete Section 3

Date of Birth:

Address:

Telephone:

Email: will be sent to your student account

Campus Location:

Archerfield Bankstown Cessnock

SECTION 2: COURSE DETAILS

Course Name:

Course Code:

Commencement Date:

Expected Completion Date:

SECTION 3: STUDENT VISA HOLDERS ONLY

Passport details

Nationality: _____ Place + date of issue: _____ / _____ / _____

Passport Number: _____ Leave Address: *(This cannot be in Australia)* _____

_____ If transferring to another Education Provider:

Name of Provider: _____ Location of Provider: _____

NB: You must attach a certified copy of your Letter of Offer or eCOE from your new Education Provider.

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SECTION 4A: COURSE LEAVE

I wish to apply for leave for the following days ____ months ____ __/__/__ to __/__/__ because:

You must attach independent supporting documentation if required by student visa regulations

Course Authority

Approved Yes No Name: _____ Signature: _____ Date: _____

SECTION 4B: PROGRAM DEFERRAL

I wish to defer my course Yes

Return Date ____/____/____

Office Use

- Cancel CoE
- Update notes in EBS
- Process hours reconciliation
- Update notes in SF
- Issue qualification
- Process refund if owing
- Un-tick UoS in SF if applicable (*if before census date*)

SECTION 5: ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise Basair to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that Basair will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student Signature: _____ Date: _____

Application forms not signed by the student will not be accepted

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