

Change of Enrolment Application Form

Instructions

- This form is to be used for students who have been enrolled full time by Protea College and who are applying for a change of the existing enrolment.
- Incomplete forms will not be accepted.
- Application with no sufficient supporting documents (where applicable) will not be accepted/processed.
- Accurate information must be provided for the College to assess the application and correspond to student.
- The completed form and supporting documents must be submitted to admissions@protea.edu.au.

Please tick the type of enrolment change you are requesting for and complete the sections noted.

Change of course

(Complete Sections 1, 2 & 8)

Change of campus

(Complete Sections 1, 3 & 8)

Deferral/Suspension of studies

(Complete Sections 1,4 & 8)

Withdrawal from studies

(Complete Sections 1, 5 & 8)

Early completion

(Complete Sections 1,6 & 8)

Course extension

(Complete Sections 1, 7 & 8)

Section 1 – Student personal details	
Student ID:	Mobile Number:
Family Name:	Given Name:
Current campus:	Current course:
Email address:	
Address:	
Section 2 – Change of course	
Current course	New course
Course name: _____	Course name: _____
Course code: _____	Course code: _____
Course start date: __ __ / __ __ / __ __	Course start date: __ __ / __ __ / __ __
Course end date: __ __ / __ __ / __ __	

Last day of study: ___/___/___	
Reason for request:	
<input type="checkbox"/> Cease of the offering of the course (provider default)	
RTO Manager approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
RTO Manager signature _____ Date _____	
<input type="checkbox"/> Intervention (intervention records to be checked and new study plan to be completed by Academic Director)	
Academic Director approval	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No (provide reasons)	
Academic Director signature _____ Date _____	
Section 3 – Change of campus	
Current campus: _____	New campus: _____
Last day of study: ___/___/___	First day of study: ___/___/___
RTO Manager approval	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No (provide reasons)	
RTO Manager signature _____ Date _____	
Section 4 – Deferral/Suspension of studies	
Please read the Protea College <i>Deferring, Suspending and Canceling Overseas Student Enrolment Policy and Procedure</i> before you lodge the request.	
Course name: _____	
Course code: _____	
Deferral/Suspension from ___/___/___ to ___/___/___	

Date to return to study ___ / ___ / ___

Reason for request:

- Cease of the offering of the course (provider default)
- Medical condition preventing from attending class
- Severe personal reasons (traumatic event)
- Return home due to emergency
- Maternity leave
- Others (please specify): _____

Documents to provide:

- Medical certificate
- Return flight ticket
- One way flight ticket
- Other documentations (please specify): _____

RTO Manager approval

- Yes
- No (provide reasons)

RTO Manager signature _____ Date _____

Section 5 – Withdrawal from studies

Please read the Protea College *Deferring, Suspending and Canceling Overseas Student Enrollment Policy and Procedure and Fees, Charges and Refund Policy and Procedure* before you lodge the request.

Course name: _____

Course code: _____

Withdrawal from ___ / ___ / ___

Reasons for request (please specify):

RTO Manager approval

- Yes
- No (provide reasons)

RTO Manager signature _____ Date _____

Section 6 – Early completion**Please note student needs to discuss with the Academic Director before lodge the request. This section needs to be completed by Academic Director on the discussion session.**

Course name: _____

Course code: _____

Original end date ___/___/___ Actual completion date ___/___/___

Reason:

 Student completed course early Other (please specify): _____

Will future enrolment be affected?

 No Yes (New Letter of Offer will be issued and signed Written Agreement must be submitted to admissions@protea.edu.au.)

Academic Director approval

 Yes No (provide reasons)

Academic Director signature _____ Date _____

Section 7 – Course extension**Please note student needs to discuss with the Academic Director before lodge the request. This section needs to be completed by Academic Director on the discussion session.**

Course name: _____

Course code: _____

Start date for extension ___/___/___ End date of extension ___/___/___

Number of unit(s) repeating: _____

Name(s) of unit(s) repeating:

Unit code

Unit name

Reason for extension

Intervention strategy (Academic Director to check the intervention records)

Compassionate and compelling grounds (Supporting documents must be submitted)

Other (please specify): _____

Academic comments by Academic Director:

Academic Director signature _____ Date _____

Section 8 – Student declaration

- I declare that the information supplied by me on all parts of this form is correct and true.
- I understand that any false statement may result in
 - 1) the college notifying DHA about my false claims
 - 2) a charge of breach of discipline or academic misconduct made against me
- I understand that the supporting documents must be submitted at the time of request lodgement.
- I understand the supporting documents I submitted must be true and genuine. The fraud documents may result in the breach of my student visa.
- I understand that the College will notify DHA of the change of my enrolment at Protea College and this may affect the validity of my student visa.
- I understand that I must continue to attend class until I am notified of the outcome of my request and failure to attend class will result in being marked absent and affect my course progress.
- I understand that the assessment of my request will be based on the reasons and my supporting documents and on the College policies and procedures.
- I understand if my request is granted for course extension, change of course and change of campus:
 - 1) tuition fees may incur.
 - 2) the duration of my enrolment may be varied.

- 3) I need to seek advice from DHA about any possible implications for my student visa, for instance, a longer period of enrolment than expected duration may mean that I will need to apply to extend my student visa.
 - 4) my course progress may be affected.
 - 5) my timetable may change.
 - 6) I must return to class when expected. If I do not, my enrolment and CoE will be cancelled as non-commencement and this will put my student visa at risk.
- I understand that I will be issued a new Letter of Offer and a new Written Agreement (WA) for the changes and until the signed WA is received by the Admissions
 - 1) the process of the request will not be finalised.
 - 2) new CoE will not be issued which could lead to my student visa at risk.

Student print name: _____

Student signature: _____

Date: _____

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Admissions

 Outstanding fees Yes No

If Yes, Amount \$ _____

Admissions Manager comment: _____

Admissions Manager signature: _____ Date: _____

CoE officer

 Change processed in SMS Yes No

 Change processed in PRISMS Yes No

 Student notified Yes No

CoE officer Signature: _____ Date: _____