



## Amendment of Enrolment Form

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

STUDENT DETAILS	
Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Course Title:	Email:
Address:	Date:
REQUEST DETAILS	
<b>Type of the request (See conditions for details). Please tick <input type="checkbox"/>.</b>	
<input type="checkbox"/> I wish to <b>CANCEL</b> my enrolment due to: (For students that have not yet commenced)  <input type="checkbox"/> Planned Start Date (before cancellation): ____/____/____	<input type="checkbox"/> Visa not granted (must attach: visa refusal letter issued by DHA, copies of passport data and signature pages and Refund Application form) <input type="checkbox"/> Medical reasons (attach documentation, Medical certificate/s and Refund Application form) <input type="checkbox"/> Compassionate and/or compelling reasons (attach documentation) <input type="checkbox"/> Other _____ (Attach documentation)
<input type="checkbox"/> I wish to <b>DEFER/BRING FORWARD</b> my enrolment due to: (For students that have not yet commenced and wish to change their start date.)  <input type="checkbox"/> Original Start Date: Mon ____/____/____  <input type="checkbox"/> New Start Date: Must be Mon ____/____/____	<input type="checkbox"/> Medical reasons (attach documentation and Medical Certificate/s) <input type="checkbox"/> Compassionate and/or compelling reasons (attach documentation) <input type="checkbox"/> Other _____ (Attach documentation)
<input type="checkbox"/> I wish to <b>WITHDRAW</b> my enrolment due to: (For students that have commenced and wish to stop their studies)  <input type="checkbox"/> Withdrawal Date (last day of study): Fri ____/____/____  <b>(Subject to processing fee of \$200)</b>	<input type="checkbox"/> Medical reasons (attach documentation and Medical Certificate/s) <input type="checkbox"/> Compassionate and/or compelling reasons (attach documentation) <input type="checkbox"/> Visa not granted (must attach visa refusal letter issued by DHA, copies of passport data and signature pages and Refund Application form)



	<input type="checkbox"/> Other _____ (Attach documentation)
<input type="checkbox"/> I wish to <b>TRANSFER</b> to another Education Provider prior to completing six (6) months of my principal course.  (Note: A Release Letter (RL) will be issued only if application is approved)  <input type="checkbox"/> Last Day of Study: Fri ____/____/____  <input type="checkbox"/> Expected Start Date: ____/____/____  <b>(Subject to processing fee of \$200)</b>	<b>Must attach:</b> <input type="checkbox"/> Letter of Offer from another institution. <input type="checkbox"/> Statement of reasons <input type="checkbox"/> Supporting documentation.  (Refer to <i>Transfer Between Registered Providers Policy and Procedure</i> )  <b>Details of the course I wish to transfer to:</b> Course: _____ Institution: _____
<input type="checkbox"/> I wish to <b>SUSPEND</b> my enrolment due to:  (For students that have commenced and wish to temporarily stop their studies during their current enrolment.)  <input type="checkbox"/> Suspension Start Date: Mon ____/____/____  <input type="checkbox"/> Return Date: Mon ____/____/____	<input type="checkbox"/> Medical reasons (attach documentation and Medical Certificate/s) <input type="checkbox"/> Compassionate and/or compelling reasons (attach documentation) <input type="checkbox"/> Other _____ (Attach documentation) <input type="checkbox"/> Where will you be during the suspension period? <input type="checkbox"/> Australia <input type="checkbox"/> Overseas Country: _____
<input type="checkbox"/> I wish to <b>EXTEND</b> my enrolment due to:  (For students that have commenced their course and want to extend it because of intervention or changes in course structure)  <input type="checkbox"/> Planned Start Date (before cancellation): ____/____/____  <b>(Subject to CoE variation fee, \$50 per CoE)</b>	<input type="checkbox"/> Decision taken as part of intervention strategy plan. <input type="checkbox"/> Changes in course structure <input type="checkbox"/> Other _____ (Attach documentation)
<b>Details of the request:</b>	
<b>YOU MUST READ CONDITIONS AND SIGN DECLARATION ON THE FOLLOWING PAGES</b>	



## CONDITIONS

- IIB might inform the Department of Home Affairs in line with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 which may adversely affect the student's visa.
- Evidence such as flight tickets, medical certificates, death certificates must be submitted with relevant requests.
- A fee of \$200 is applicable to process withdrawal and transfer requests. This fee is processing fee only and does not guarantee that the requests will be approved.
- A fee of \$50 per CoE may be applicable for other variations to the CoE. This will be decided on an individual basis, based on the circumstances of the application. No fee will be charged if the variation is not approved.
- For all requests to be processed, students must have paid all tuition fees up to the date of the request.
- All refunds are subject to *Student Fees, Charges and Refunds Policy and Procedure*.
- All requests are subject to relevant IIB Policy.
- It can take up to 10 working days to process the requests.

### Withdrawal requests

- Withdrawal applications are subject to processing fee of \$200. This fee is non-refundable regardless of outcome of the request.
- IIB will assess the request considering the reasons and evidence provided.
- IIB may approve withdrawals under following circumstances,
  - Student's visa status has changed.
  - Student is returning home country for good.
  - There are compassionate and compelling circumstances.
- For withdrawal requests to be approved, students must not have any outstanding payments as of the date of effective date of withdrawal request.

### Suspension requests

- Suspension request is made when a student wants to suspend his/her studies temporarily for more than 4 weeks.
- Students must have compassionate or compelling circumstances for suspension request to be approved.
- Suspension request must be accompanied by supporting evidence.
- Suspension requests will be assessed individually considering the grounds for suspension, students' current academic progress and delivery sequence of the units of study.
- All fees must be paid for the effective date of suspension.
- When a suspension request is approved, following must be considered:
  - Suspension of studies will result in change of the current CoE and any subsequent CoEs accordingly.
  - Changes in the CoE will be made based on students' current academic progress and sequence of the units in qualification.
  - Students may be granted with a break during future studies because of units of study already completed.
  - Changes in the CoE and course durations might affect students' visa. IIB is not responsible for any effect on students' visa which might be caused by suspension. It is students' responsibility to seek relevant advice and to take required action.
  - CoE variation fees (\$50 per CoE) will be charged.
  - Suspensions can be approved for a maximum of 3 month-period at one time.

### Deferral requests

- Students who are unable to arrive and start their course on time as agreed, or no later than seven (7) days after the agreed start date, will have to apply to IIB to defer their studies.
- Students must have compassionate or compelling circumstances for deferral request to be approved.
- Suspension request must be accompanied by supporting evidence.
- Deferral of studies will affect students' CoE/s. Any subsequent Coe/s will also be affected by deferral.
- Change of CoEs will be subject to CoE variation fee of \$50 per CoE.
- IIB is not responsible for any effect of deferral on students' visa. It is students' responsibility to seek advice and to take required action.

### Transfer requests

- Transfer requests are subject to processing fee of \$200. This fee is non-refundable regardless of outcome of the request.
- In accordance with the National Code of Practice 2018, overseas students are restricted from transferring from their current provider prior to completing the first 6 months of their principal course of study. In packaged courses, principal course of study is the final course to be studied.
- IIB may only grant a release if some specific conditions defined in the Overseas Students Transfer Policy apply. Please contact Student Services if you need more information.

### Extension of CoE

- Under certain circumstances students may need to extend their CoEs. These circumstances might include but not limited to:
  - Failure to complete within expected duration and need to extend CoE in line with intervention.
  - Changes in course structure
- IIB is not responsible for any effect of extension of CoE/s on students' visa. It is students' responsibility to seek advice and to take required action.



## DECLARATION

I \_\_\_\_\_ (full name) have read and understood the deferring, suspending or cancelling enrolment information in the *Student Handbook* and other relevant IIB policies and procedures available on IIB website. I have the supporting evidence required to apply for my application. I declare that the information I supplied is truthful and correct in every detail. I understand the Immigration Office may enquire about my amendment of enrolment at any time. I understand that all institute fees are fully paid for the time of suspension as well as any assessment tools that are required to be completed on my return will be caught up during institute scheduled breaks. I understand my enrolment may be cancelled in my failure to return to stated date. In the event of my application is not approved, I understand that if I leave without approval by the institute this can affect my student visa on my return to Australia. I understand if I do not provide any supporting evidence and pay the processing fee of \$200.0 for my application, my request will not be processed. I understand that there is a \$50.00 fee for the issuance of a new Coe (if applicable). I declare that all information and supporting documentation\* provided by me is true and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### \*Supporting Documents

Supporting documents include:

- Visa refusal cases (DHA visa refusal letter, refund application form and passport)
- Transfer to another provider (letter of offer from another provider/statement of reason)
- Medical reasons (medical certificate/s and relevant documentation)
- Death in the family (Death Certificate)
- Family member has serious or severe illness (Overseas Doctor Certificate)
- Suffering from / has serious or severe illness (Australian Doctor Certificate)
- Involved in legal or court action (Police or Court Record)
- Victim of serious crime (Police Report)
- Pregnant (Australian Doctor Certificate)
- Had a bad accident (Australian Doctor Certificate)
- Others: \_\_\_\_\_

### Application Outcome (Office Use Only)

Application Received and Processed By:	Position:	Signature:	Date:
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### Finance Action Items

**Non-Commenced Student:**

Has student paid fees before commencement? NO  YES  Paid Amount: \$ \_\_\_\_\_

**Commenced Student:**

Has the student paid up until last day of **actual** study? NO  YES

If no, how much do they owe up to last day of **actual** study? \_\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Refund amount to student: \$ \_\_\_\_\_

Additional Information/Reason for Decision:



Accountant Name:	Signature:	Date:
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**Decisions are made based on the following application supporting evidence:**

- Visa refusal letter
- Passport copy
- Statement of reasons
- Letter of offer from other institution
- Medical certificate/s
- Evidence of compassionate and/or compelling circumstances
- Return home flight ticket
- Refund application form
- Other.....

**The decision regarding the Amendment of Enrolment is:**

Approved                   Rejected

Approved by:	Position: <input type="checkbox"/> Academic Manager <input type="checkbox"/> Campus Manager <input type="checkbox"/> PEO	Signature:	Date:
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Additional Information/Reason for Decision:

Admissions Action Items Checklist	Date	Initial
AoE decision entered and uploaded documents in RTOM		
Notice of decision sent to student* (*For visa refusal: Three (3) working days from receipt of form by ADM. For all other cases: five (5) working days from receipt of form by ADM)		
Release Letter issued (if approved)		
CoE/s cancelled		
New CoE/s issued		
Student Default reported on PRISMS. (Visa refusal only)		
Outcome recorded in PRISMS. (Visa refusal only)		