



APPLICATION FOR CHANGE TO ENROLMENT

Student Name: _____ ID _____ Current enrolment status _____

What change do you wish to make to your enrolment _____

International Students should note that deferring, suspending or cancelling their enrolment may affect their student visas

Please state why you wish to make this change

Where the student wish to change his or her enrolment status, stating compassionate grounds, the college will ensure that Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- o serious illness or injury, where a medical certificate states that the student was unable to attend classes;
o bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
o major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
o a traumatic experience which could include:
- involvement in, or witnessing of a serious accident; or
- witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
o where the registered provider was unable to offer a pre-requisite unit; or
o inability to begin studying on the course commencement date due to delay in receiving a student visa.

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances.

What support documents have you included with this application

(Signature of student)

(Date)

Please lodge this form to the Head of Student Services. Students have the right to appeal the decision made by the College Personal deciding the outcome of this request. Should you wish to do so, please make use of the College appeal processes

Outcome of Request _____

Reason for Outcome _____

(Signature of staff member)

(Date)