



STUDENT REQUEST FOR CHANGE OF ENROLMENT STATUS

STUDENT DETAILS			
Student Name:		Student ID Number:	
Course Enrolled:			
Student Address:			
Email:		Phone Number:	

REQUEST DETAILS			
Please mark with an X what you are applying for:			
<input type="checkbox"/>	DEFER Enrolment - defer enrolment means for students not yet commencing their course and postponing the start date, based on evidence which MUST be provided.	Original Commencement Date:	Date Deferred Until:
<input type="checkbox"/>	SUSPEND Enrolment - suspend enrolment means for students who have commenced their course to put studies temporarily on hold.	Suspension Effective from:	Until:
<input type="checkbox"/>	EXTEND Enrolment - Extend enrolment means to maintain course enrolment status for the period approved to enable course completion as STUDYING , and change the CoE end date.	Date Extended Until:	
<input type="checkbox"/>	CANCEL Enrolment - cancel a student's enrolment is to terminate or end it within ten (10) days from date of form lodgement, and change course enrolment status to CANCELLED		

Please provide the reasons for your request:

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International students must state the reason and provide documentation for variation to enrolment. Please see the web link <http://internationaleducation.gov.au>. Albright Institute is obliged to report this information to the Department of Home Affairs. Please ensure you read and understand Albright Institute's policy and procedure regarding deferral, suspension or cancellation of enrolment. If you are not satisfied with the decision in relation to your application, you may appeal against this decision within 20 working days.

For Deferment, Suspension or Cancellation of Enrolment; please indicate the grounds on which applying

☐ **MEDICAL GROUNDS**

☐ **COMPASSIONATE OR COMPELLING CIRCUMSTANCES**

Supporting documentation for application MUST be provided and an original or certified copy needs to be attached to this application.	Please indicate those which attached; <input type="checkbox"/> Medical Certificate(s) <input type="checkbox"/> Return Air tickets <input type="checkbox"/> Death Certificate <input type="checkbox"/> Visa refusal letter from DIBP <input type="checkbox"/> Other (Please Specify) _____ _____

Even though Albright Institute may approve your application for change of enrolment status, Department of Home Affairs may not accept the reasons provided and may proceed to cancel your visa and may impose a three-year ban on reapplication for a student visa. Information regarding the suspension will be conveyed to Department of Home Affairs who are likely to make enquiries concerning the reasons for deferment and are able to check movement records to determine whether the student has left Australia. It is strongly advised that you contact the Australian embassy in your home country to check the status of your student visa before attempting to travel back to Australia.

Print Name (Student)

Student Signature

Date

FOR ADMINISTRATION USE ONLY – PARTIAL COMPLETION						
Satisfactory Progress	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:	Name	Signature	Date
Statement of Attainment Issue approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Comments:	Name	Signature	Date

FOR ADMINISTRATION USE ONLY						
Accounts Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Comments:	Name	Signature	Date
AAC Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Comments:	Name	Signature	Date
CEO (or delegate) Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Comments:	Name	Signature	Date
RTOM and PRISMS Updated	<input type="checkbox"/> RTOM	<input type="checkbox"/> PRISMS	Comments:	Name	Signature	Date