

VARIATION OF ENROLMENT

Personal Details

Surname:			
Full Given Name(s):			
Student Number:		Are you an Overseas Student?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Purpose of Form (select all that apply)

<input type="checkbox"/> Add Unit(s) of Study	<input type="checkbox"/> Delete Unit(s) before Census Date	<input type="checkbox"/> Delete Unit(s) after Census Date
<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Deferral of Enrolment	<input type="checkbox"/> Withdrawal from Course

Adding and/or Deleting Units

Semester & Year	Add	Delete	Unit Code	Unit Name	Lecturer Approval	Dean's Office Approval
<i>Example: S1 2016</i>		✓	<i>STU101</i>	<i>Study Skills</i>		

Leave of Absence or Deferral of Enrolment

Length of Leave/Deferral: <small>(maximum of one year)</small>	From:			Until:			Total Semesters:	1	2
	<small>Semester</small>	<small>Year</small>		<small>Semester</small>	<small>Year</small>				
Reasons for Leave/Deferral:	<input type="checkbox"/> Medical	<input type="checkbox"/> Family	<input type="checkbox"/> Financial	<input type="checkbox"/> Other					
Further reasons									

Withdrawal from Course

Please withdraw me from my course, as I no longer wish to be enrolled at the College. I am aware that if I want to re-enrol, I will be required to submit a full Application for Admission, and my enrolment is not guaranteed.

Overseas students only: I am aware that the decision to grant my withdrawal from enrolment may affect my Student Visa. Where my application to defer, suspend, or cancel my enrolment is for a period of more than 28 days, I may be required to return to my home country unless approved by the Department of Immigration and Border Protection (DIBP).

Domestic students only: I am aware that my withdrawal from enrolment may affect my obligations to Centrelink for such matters as Youth Allowance.

Note: Any student who withdraws from their course must return their Student ID card, and must pay all outstanding fees and charges.

Course of Study:	<input type="checkbox"/> Bachelor of Arts in the Liberal Arts:	<i>Standard</i>	<i>Provisional</i>						
	<input type="checkbox"/> Miscellaneous Studies								
Withdrawal effective:	<input type="checkbox"/> Immediately	<input type="checkbox"/> End of semester	<input type="checkbox"/> Other date:						
				<small>Semester</small>	<small>Year</small>				
Reasons for Withdrawal:	<input type="checkbox"/> Medical	<input type="checkbox"/> Family	<input type="checkbox"/> Financial	<input type="checkbox"/> Other					
Further reasons									

Declaration and Signature (see overleaf for: [Information About Varying Your Enrolment](#))

In signing this form, I understand that the details provided by me are protected by the *CCA Privacy Policy* and the *Privacy and Personal Information Act (NSW)* and will be used only for the purposes requested by this form. I understand that this information will be disclosed to the Australian Government for these purposes, and that Campion College Australia and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law. The information provided by me in this form is correct and complete to the best of my knowledge.

Date	Student Name	Student Signature

Information About Varying Your Enrolment

<u>Adding Unit(s)</u> ¹	Units cannot normally be added after the second week if you haven't attended a class.
<u>Course of Study</u> ²	A higher education award or non-award course of study. Also known as a 'course'.
<u>Deferral of Enrolment</u> ³	A student who has been extended a Letter of Offer may apply to defer their enrolment until a nominated time, without requiring the student to re-apply for the course.
<u>Deleting Unit(s)</u> ⁴	There are no penalties for deleting or un-enrolling from any unit before the census date. However, deleting or un-enrolling from any unit after the census date will result in financial and/or academic penalty. Refer to the Student Handbook ⁵ or seek information from Student Administration or Dean's Office for more information. Eligible students may speak with the Dean of Studies if they wish to seek Withdrawal without Financial and/or Academic Penalty. ⁶ This is only available in extenuating circumstances, and supporting documentation must be provided. <i>Note that unit deletion may affect Centrelink benefits and visa requirements.</i>
<u>Domestic Student</u> ²	A student who is either: (a) an Australian citizen (including dual citizens); (b) a New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship (Note: includes any such persons who have Permanent Resident status); (c) a permanent humanitarian visa holder; or (d) a holder of a permanent visa other than a permanent humanitarian visa.
<u>Leave of Absence</u> ⁷	A student who takes leave of absence cancels their enrolment in all units of study for the duration of their approved leave. A student may only apply and be granted a maximum of one year of leave. Students on leave must surrender their student identification card, and College keys issued; and must pay the entirety of their outstanding fees and charges. If the student does not finish their course, the bond paid for their academic gown will be forfeited. <i>Note that Leave of Absence may affect Centrelink benefits and visa requirements.</i>
<u>Overseas Student</u> ⁸	Any student who is not a domestic student. Course variations may affect Student Visa.
<u>Unit of Study</u> ²	Students may undertake a unit of study as part of their course. Also known as a 'unit'.
<u>Withdrawal from Course</u> ⁹	A student who withdraws from their course of study cancels their enrolment in all units of study in their enrolment program. Students who withdraw must return student identification card, College keys issued, and must pay the entirety of their outstanding fees and charges. If the student does not finish their course, the bond paid for their academic gown will be forfeited. To re-apply to the College after withdrawal from the course, an Application for Admission must be submitted for consideration, and re-enrolment is not guaranteed. Withdrawing from any course or unit after the census date will result in financial and/or academic penalty. Eligible students may speak with the Dean of Studies if they wish to seek Withdrawal without Financial and/or Academic Penalty. This is only available in extenuating circumstances, and supporting documentation must be provided. <i>Note that withdrawal may affect Centrelink benefits and visa requirements.</i>

OFFICE USE ONLY

DEAN OF STUDIES	Approved? Yes / No	Comments: <i>(optional)</i>		
	Date	Signature		
STUDENT ADMINISTRATION	Date	Signature		
	Processed:	<input type="checkbox"/> Paradigm	<input type="checkbox"/> Emails (ADUC)	<input type="checkbox"/> Student File
	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Papercut charges	<input type="checkbox"/> Accounting fees	<input type="checkbox"/> Student ID card
Notified:	<input type="checkbox"/> Lecturers	<input type="checkbox"/> Accounts	<input type="checkbox"/> Student Admin.	
<input type="checkbox"/> DET (HEIMS)	<input type="checkbox"/> TfNSW	<input type="checkbox"/> DIBP (PRISMS)	<input type="checkbox"/> Student confirmation	

¹ CCA Attendance Policy; Student Handbook: www.campion.edu.au/student-handbooks

² Higher Education Information Management System (HEIMS) website (glossary)

³ CCA Student Leave of Absence Policy & Procedure ACDPOL026

⁴ Student Handbook; CCA Refund Policy; CCA Recrediting FEE HELP Policy

⁵ Student Handbook: www.campion.edu.au/student-handbooks

⁶ CCA Refund Policy; CCA Recrediting FEE HELP Policy

⁷ CCA Student Leave of Absence Policy & Procedure ACDPOL026; CCA Admission Policy ACDPOL009

⁸ HEIMS website; CCA International Student Transfer and Release Policy ACDPOL022; Campion ESOS Manual 2015

⁹ CCA Withdrawal from Studies Policy ACDPOL014

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