PROGRAM ENROLMENT VARIATION

INSTRUCTIONS

This form is to be used when applying for program leave, program deferral or program discontinuation.

Read the guidelines and advice below carefully

- x   Complete all required details
- x   For Program Leave complete Section 4A
- x   For Program Deferral complete Section 4B
- x   For Program Discontinuation complete Section 4C
- x   Student Visa holders MUST read the Guidelines below and complete Section 3
- x   Attach original supporting documentation as appropriate
- x   Sign endorsement overleaf: you must read the endorsement declaration before signing
- x   Return completed form with supporting documents (if required) to your Program Authority

Incomplete and/or undocumented applications for leave of absence or cancelling program enrolment will not be accepted.

GUIDELINES

PROGRAM LEAVE (Section 4A)

- x   Leave from a program of study may be granted to undergraduate or postgraduate students
- x   Leave is generally restricted to a total of two semesters; applications for leave in excess of two semesters will be approved only in exceptional circumstances
- x   Students should generally complete one semester of study before applying for leave
- x   Students should read the University Fee Policy and/or refer to www.goingtouni.gov.au before submitting an application for program leave
- x   Leave can only be sought prior to semester census dates 31 March – Semester 1, 31 August – Semester 2)
- x   A student whose application for leave is rejected or who does not resume study at the end of the approved leave period must apply, in the usual manner, for re-admission to the program
- x   Holders of a Student visa must read and complete Section 3

PROGRAM DEFERRAL (Section 4B)

- x   A new student enrolled in their first semester of a program who discontinues that program prior to the census date can be granted a deferment (not Program Leave) and is guaranteed readmission to the same program the following year.
- x

PROGRAM ENROLMENT VARIATION

SECTION 1: PERSONAL DETAILS

Family Name:	Student ID:
Given Name:	Student Visa: please tick † Yes † No If you ticked YES you MUST complete Section 3
Date of Birth:	
Semester Address:	
Semester Telephone:	Email: will be sent to your student account