

STUDENT REQUEST

OF CHANGE OF ENROLMENT

STATUS

Student details

Student Name		Student ID	
Course Enrolled			
Email		Mobile Number	

Request details

 Please mark with an X what you are applying for:

<input type="checkbox"/>	DEFER Enrolment - deferment of enrolment is for the students who have not yet commenced their course and are requesting to postpone the start date, based on evidence which MUST be provided.	Original Commencement Date / /	Date Deferred Until / /
<input type="checkbox"/>	SUSPEND Enrolment -suspension of enrolment is for the students who have commenced their course and wish to temporarily suspend their studies ONLY due to Compassionate grounds.	Suspension Effective From / /	Until / /
<input type="checkbox"/>	EXTEND Enrolment - Extension of enrolment is for the students who wish to complete their course by further extending the completion date of the CoE. This request will be assessed as per the student course progress and on compassionate grounds.	Date Extended Until / /	
<input type="checkbox"/>	CANCEL Enrolment - cancellation of a student's enrolment is to terminate or end it within ten (10) days from date of this form lodgment, and change course enrolment status to CANCELLED. On PRISMS and RTOM.		

Please provide the reasons for your request

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"/> Visa refusal letter from DIBP
	<input type="checkbox"/> Return Air tickets	<input type="checkbox"/> Other (Please Specify) _____
	<input type="checkbox"/> Death Certificate	_____

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	/ /
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STUDENT REQUEST



INSTITUTE OF BUSINESS & LANGUAGE

OF CHANGE OF ENROLMENT

STATUS

For administration use only – Partial completion

Satisfactory Progress	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments		
Name			Signature	Date	/ /
Statement of Attainment Issue Approved	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Comments		
Name			Signature	Date	/ /

For administration use only – Partial completion

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