

PROGRAM/COURSEWORK ENROLMENT VARIATION FOR STUDENTS WHO ARE UNDER 18

INSTRUCTIONS

This form is to be used when applying for program leave, program deferral or program discontinuation if you are **under 18 years of age**. Read the guidelines and advice below carefully

- Complete all required details and attach supporting documentation if appropriate
- Student Visa holders **MUST** read the Guidelines below and complete **Section 3**
- Sign endorsement: you must read the endorsement declaration before signing
- Return completed form with supporting documents (if required) to Student Lifecycle, The Nucleus: Student Hub, Level 2 (Entry Level), UNSW Main Library.

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

GUIDELINES

PROGRAM LEAVE (Section 4A)

- Leave from a program of study may be granted to undergraduate or postgraduate students and is generally restricted to up to 1 year.
- Students must complete one term of study before applying for leave and must apply before Census date

PROGRAM DEFERRAL (Section 4B)

- A new student enrolled in their **first term** of a program who discontinues that program prior to the census date will be granted a deferment (**not** Program Leave) and is guaranteed readmission to the same program the following year.
- This form is to be used when a new student has accepted an offer for and enrolled in courses under the program for which they wish to defer. Students who have not yet enrolled should contact the Admissions Office directly to request a deferral
- **NB. Program Authority approval is not required for program deferral.**
- International and Postgraduate Students will automatically be issued with a new offer by the University's Admissions Office at the end of the deferment period.

PROGRAM DISCONTINUATION (Section 4C)

- **Request for discontinuation should be lodged prior to the relevant census dates for the term**
- After cancellation of program enrolment, students who wish to resume study at a later date must apply, in the usual manner, for admission to the program

IMPORTANT ADVICE FOR STUDENT VISA HOLDERS

- **Department of Home Affairs Notification of Program Leave/Cancellation:** Under Commonwealth legislation, the University is required to notify the Department of Home Affairs of changes to the enrolment of Student Visa holders. Cancellation and Leave of Absence (Program Leave) will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type. Provided you report to the Department of Home Affairs as required, your visa cancellation should be "without prejudice", and should not prevent you from reapplying in the future. Students transferring to another institution in Australia must include details of their new education provider to avoid visa cancellation.
- **Granting of Program Leave to Student Visa holders:** As required by Commonwealth law, student visa holders will be granted leave by UNSW conditional on complying with Immigration requirements. In all but exceptional circumstances (e.g. serious personal/health problem requiring you to remain in Australia), student visa holders granted leave will be required to depart Australia for the duration of their leave. If you believe your circumstances are exceptional, please provide documentation to support this claim. In all cases, student visa holders granted leave by the University must report to Immigration authorities to clarify their visa status.
- **Reapplying for your student visa:** You may find it is simplest to apply for a new student visa prior to departing Australia. Whether you choose to apply in Australia or overseas, fill in a Visa Extension/Amendment form, available from The Nucleus: Student Hub, with your revised program start and end dates, and have it approved by your faculty. Retain a copy of both forms for your records. Your new eCOE will be emailed to your student email account.

SECTION 1: PERSONAL DETAILS

Family Name:	Student ID:
Given Name:	Student Visa: please tick <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If you ticked YES you MUST complete Section 3</i>
Date of Birth:	
Email: We will contact you via your UNSW student email account	

SECTION 2: PROGRAM DETAILS

Program Name:	Program Code:
---------------	---------------

SECTION 3: STUDENT VISA HOLDERS ONLY

Passport details
Nationality: _____ Place + date of issue: _____ / ____ / ____
Passport Number: _____
Leave Address: *(This cannot be in Australia)*

If transferring to another Education Provider:
Name of Provider: _____ Location of Provider: _____
NB: You must attach a certified copy of your Letter of Offer or eCOE from your new Education Provider.

SECTION 4A: PROGRAM LEAVE

I wish to apply for leave in the following Term(s) Term 1 201____ and/or Term 2 201____ and/or Term 3 201____ because:

You must attach independent supporting documentation if required by student visa regulations
Program Authority
Term 1 201__ Approved Yes No Name: _____ Signature: _____ Ext: _____ Date: _____
Term 2 201__ Approved Yes No Name: _____ Signature: _____ Ext: _____ Date: _____
Term 3 201__ Approved Yes No Name: _____ Signature: _____ Ext: _____ Date: _____

SECTION 4B: PROGRAM DEFERRAL

I wish to defer the commencement of my Program Yes
Length of deferral Next available Term **OR** Next available Two Terms **OR** One Full Year
Is this your first Term of Study? Yes* Are you enrolled in courses in the Current Term?* Yes No
* NB. If your answer is no to this question you should complete Section 4A Program Leave above.

SECTION 4C: PROGRAM DISCONTINUATION

I no longer wish to be enrolled at UNSW for the following reason(s):

Please cancel my enrolment. I am aware that I will have to re-apply for admission in competition with all other applications if I decide to study at a later date. Please note once your request is processed access to your Student Email account will cease immediately.
Effective: Immediately* At the end of the current Term
*You should read the University Fee Policy and/or refer to <http://studyassist.gov.au/sites/StudyAssist> before selecting this option

SECTION 5: ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Application forms not signed by the student and Parent/Guardian will not be accepted.