



Change of Enrolment Application Form

Instructions

- This form is to be used for students who have been enrolled full time by Newton College and who are applying for a change of the existing enrolment.
- Incomplete forms will not be accepted.
- Application with no sufficient supporting documents (where applicable) will not be accepted/processed.
- Accurate information must be provided for the College to assess the application and correspond to student.
- The completed form and supporting documents must be submitted to admissions@newton.edu.au.

Please tick the type of enrolment change you are requesting for and complete the sections noted.

Change of course

(Complete Sections 1, 2 & 8)

Change of campus

(Complete Sections 1, 3 & 8)

Deferral/Suspension of studies

(Complete Sections 1,4 & 8)

Withdrawal from studies

(Complete Sections 1, 5 & 8)

Early completion

(Complete Sections 1,6 & 8)

Course extension

(Complete Sections 1, 7 & 8)

| Section 1 – Student personal details | |
|--------------------------------------|-----------------------------|
| Student ID: | Mobile Number: |
| Family Name: | Given Name: |
| Current campus: | Current course: |
| Email address: | |
| Address: | |
| Section 2 – Change of course | |
| Current course | New course |
| Course name: _____ | Course name: _____ |
| Course code: _____ | Course code: _____ |
| Course start date: __/__/__ | Course start date: __/__/__ |



| | |
|--|---------------------------------|
| Course end date: ___/___/___ Last day of study: ___/___/___ | |
| Reason for request: <input type="checkbox"/> Cease of the offering of the course (provider default) RTO Manager approval _____ RTO Manager signature _____ Date _____ | |
| <input type="checkbox"/> Intervention (intervention records to be checked and new study plan to be completed by Academic Manager) Academic Manager approval _____ Academic Manager signature _____ Date _____ | |
| Section 3 – Change of campus | |
| Current campus: _____ | New campus: _____ |
| Last day of study: ___/___/___ | First day of study: ___/___/___ |
| RTO Manager approval _____ RTO Manager signature _____ Date _____ | |
| Section 4 – Deferral/Suspension of studies | |
| Please read the Newton College <i>Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure</i> before you lodge the request. | |
| Course name: _____ Course code: _____ Deferral/Suspension from ___/___/___ to ___/___/___ Date to return to study ___/___/___ | |
| Reason for request: | |



- Cease of the offering of the course (provider default)
- Medical condition preventing from attending class
- Severe personal reasons (traumatic event)
- Return home due to emergency
- Maternity leave
- Others (please specify): _____

Documents to provide:

- Medical certificate
- Return flight ticket
- One way flight ticket
- Other documentations (please specify): _____

RTO Manager approval _____

RTO Manager signature _____ Date _____

Section 5 – Withdrawal from studies

Please read the Newton College *Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure and Fees, Charges and Refund Policy and Procedure* before you lodge the request.

Course name: _____

Course code: _____

Withdrawal from ___ / ___ / ___

Reasons for request (please specify):





RTO Manager approval _____

RTO Manager signature _____ Date _____

Section 6 – Early completion

Please note student needs to discuss with the Academic Manager before lodge the request. This section needs to be completed by Academic Manager on the discussion session.

Course name: _____

Course code: _____

Original end date ___/___/___ Actual completion date ___/___/___

Reason:

- Student completed course early
- Other (please specify): _____

Will future enrolment be affected?

- No
- Yes (New Letter of Offer will be issued and signed Written Agreement must be submitted to admissions@newton.edu.au.)

Academic Manager approval _____

Academic Manager signature _____ Date _____

Section 7 – Course extension

Please note student needs to discuss with the Academic Manager before lodge the request. This section needs to be completed by Academic Manager on the discussion session.

Course name: _____

Course code: _____

Start date for extension ___/___/___ End date of extension ___/___/___

Number of unit(s) repeating:

Name(s) of unit(s) repeating:

Unit code Unit name





Reason for extension

- Intervention strategy (Academic Manager to check the intervention records)
- Compassionate and compelling grounds (Supporting documents must be submitted)
- Other (please specify): _____

Academic comments by Academic Manager:

Academic Manager approval _____

Academic Manager signature _____ Date _____

Section 8 – Student declaration

- I declare that the information supplied by me on all parts of this form is correct and true.
- I understand that any false statement may result in
 - 1) the college notifying DHA about my false claims
 - 2) a charge of breach of discipline or academic misconduct made against me
- I understand that the supporting documents must be submitted at the time of request lodgement.
- I understand the supporting documents I submitted must be true and genuine. The fraud documents may result in the breach of my student visa.
- I understand that the College will notify DHA of the change of my enrolment at Newton College and this may affect the validity of my student visa.
- I understand that I must continue to attend class until I am notified of the outcome of my request and failure to attend class will result in being marked absent and affect my course progress.
- I understand that the assessment of my request will be based on the reasons and my supporting documents and on the College policies and procedures.
- I understand if my request is granted for course extension, change of course and change of campus:
 - 1) tuition fees may incur.
 - 2) the duration of my enrolment may be varied.





3) I need to seek advice from DHA about any possible implications for my student visa, for instance, a longer period of enrolment than expected duration may mean that I will need to apply to extend my student visa.

4) my course progress may be affected.

5) my timetable may change.

6) I must return to class when expected. If I do not, my enrolment and CoE will be cancelled as non-commencement and this will put my student visa at risk.

- I understand that I will be issued a new Letter of Offer and a new Written Agreement (WA) for the changes and until the signed WA is received by the Admissions
 - the process of the request will not be finalised.
 - new CoE will not be issued which could lead to my student visa at risk.

Student print name: _____

Student signature: _____

Date: _____

| OFFICE USE ONLY | |
|---|--|
| Admissions | |
| Outstanding fees <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, Amount \$ _____ | |
| Admissions Manager comment: _____ | |
| Admissions Manager signature: _____ Date: _____ | |
| CoE officer | |
| Change processed in SMS <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Change processed in PRISMS <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Student notified <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| CoE officer signature: _____ Date: _____ | |

