

# CHANGE OF ENROLMENT REQUEST FORM

1. Please complete your personal details, read the notes, sign the form and return it to the Administration Office.
2. Please see Administration Staff if you have any questions or need advice on your request to change your enrolment status/details.
3. Please allow up to **15 WORKING DAYS** from the submission of this document, along with all requested documents and information, for processing.
4. A charge of **A\$300** will be applied for a change of enrolment request of any nature, in addition to a A\$ 200.00 cancellation fee applies per CoE. Please refer to the Other Fees document on our website or at Student Services reception.

				<b>Student No</b>	
<b>Family Name</b>		<b>Given Name</b>			
<b>ADDRESS IN AUSTRALIA</b>	<b>Street Address</b>				
	<b>Suburb</b>		<b>State and Postcode</b>		
	<b>Email</b>		<b>Tel/Mobile Number</b>		
<b>ADDRESS OVERSEAS</b>	<b>Street Address</b>				
	<b>Suburb</b>		<b>Postcode</b>	<b>State / Province</b>	
	<b>Residential Address in Ethnic Script</b>				
	<b>Email (if different from above)</b>		<b>Tel/Mobile Number</b>	(country code: )	
<b>Course (Please tick <input checked="" type="checkbox"/>):</b>	<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication		<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice		
	<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication		<input type="checkbox"/> BSB50820 Diploma of Project Management		
	<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication		<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management		
	<input type="checkbox"/> General English		<input type="checkbox"/> Other: _____		
<b>Change Request Details (Please tick <input checked="" type="checkbox"/>)</b>					
<b>Cancel Enrolment</b> Request for early termination in order to cancel the Confirmation of Enrolment for one or more courses.	<input type="checkbox"/> I am returning to my home country and decided to discontinue my study in Australia (Evidence Required: Travel Itinerary/E-Ticket). <input type="checkbox"/> I am transferring to another education institution (Evidence Required: Letter of Offer and deposit payment to other provider. Go to Page 2.) <input type="checkbox"/> I have not met the course entry requirements (Evidence Required: Supporting Document). <input type="checkbox"/> My student has been refused or cancelled by the Department of Home Affairs (Evidence Required: Notification Letter). <input type="checkbox"/> Other (Please Specify): _____				
<b>Defer Enrolment</b> Request to defer course commencement intake when the student has not yet commenced their course.	<b>Please Specify Reason(s):</b> _____ _____	<b>Original Commencement Intake Date</b> ____/____/____	<b>New Commencement Intake Date</b> ____/____/____	<b>Evidence Required:</b> <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Itinerary/E-Ticket <input type="checkbox"/> Visa Refusal Letter <input type="checkbox"/> Other _____	
<b>Suspend Enrolment</b> Request to temporarily suspend their enrolment when the student has commenced their course on medical or compassionate and/or compelling grounds.	<b>Please Specify Reason(s):</b> _____ _____	<b>Suspension Effective Date</b> ____/____/____	<b>Re-commencement of Studies Date:</b> ____/____/____	<b>Evidence Required:</b> <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Itinerary/E-Ticket <input type="checkbox"/> Additional Studies – Letter of Offer <input type="checkbox"/> Other _____	
<b>Extend Enrolment</b> Request to extend their course enrolment by further extending the expected completion date of the Confirmation of Enrolment on the basis of student course progress, medical or compassionate and/or compelling grounds.	<b>Please Specify Reason(s):</b> _____ _____	<b>Original Course End Date:</b> ____/____/____	<b>Date Extended Until:</b> ____/____/____	<b>Evidence Required:</b> <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Itinerary/E-Ticket <input type="checkbox"/> Additional Studies – Letter of Offer <input type="checkbox"/> Other _____	
<b>Fast Track Enrolment</b> Request to fast-track course enrolment by shortening the course duration of the Confirmation of Enrolment subject to reasonable unit of competency volume load.	<b>Please Specify Reason(s):</b> _____ _____	<b>Original Course End Date:</b> ____/____/____	<b>New Course End Date:</b> ____/____/____	<b>Evidence Required:</b> <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Travel Itinerary/E-Ticket <input type="checkbox"/> Visa Grant Letter <input type="checkbox"/> Other _____	

Magill College Pty Ltd Trading as Magill College Sydney  
 ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367

### Release Request

Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students (2018) states that the student must apply for a release if they wish to study with another provider in Australia prior to completing the first six months of study in their principal course. Students in this situation should not accept an offer at another institution unless Magill College Sydney has granted release.

Approval for release from Magill College Sydney is not required under the following circumstances:

- The student has been studying in their Principal Course for more than six months; or
- The student does not meet the conditions of their Letter of Offer and therefore cannot commence their course and a suitable alternative course at Magill College Sydney is not available; or
- The student is holding any other kind of temporary residence visa, that is not subject to the National Code.

The process for requesting a release from Magill College Sydney involves the following steps:

- Allow 15 working days for your application to be processed, which will begin only after all required documents have been received.
- Magill College Sydney will verify the authenticity of the Letter of Offer issued by the other education institution.
- You will be notified of the outcome in writing (to the email address entered on this form). If your request to be release is refused, you may elect to complete an Appeals Form within twenty (20) working days from the deemed receipt of the notification letter/email.
- Your Confirmation of Enrolment will be cancelled, and you should contact the Department of Home Affairs to find out if you require a new visa.
- You will be released and be permitted to enrol into the course of study as provided in the Letter of Offer to Magill College Sydney.

**Do you require a release to transfer to another education institution?**

If you wish to study with another provider in Australia prior to completing the first 6 months of study in your principal course, you will require Magill College Sydney's approval of release.

Yes

No

### Student Statement of Release Application

Please provide an explanation for why you are applying for a release from Magill College Sydney and any other relevant documentation.

### Student Declaration and Acknowledgement

- I acknowledge and accept all of the conditions and requirements regarding course variation and/or release from Magill College Sydney
- I acknowledge that I must attach any required documents, or my request may not be processed.
- I acknowledge that Magill College Sydney will cancel my Confirmation of Enrolment and will notify the Department of Home Affairs if I do not commence my course, return from holiday break/deferment/suspension or if I withdraw from studies.
- If applicable, I have submitted a Refund Request Application Form together with the Change of Enrolment Request Form. I have also read and understood the Student Refund and Cancellation Policy specified in the Letter of Offer and Student Agreement from Magill College Sydney.
- I declare to the best of knowledge that the information supplied is true and accurate. I understand and permit Magill College Sydney to verify the authenticity of all supporting documents.
- I have sought advice from the Department of Home Affairs of the impact a course variation may have on my visa.

**Student Signature:**

**Date:**

#### OFFICE USE ONLY

APPROVED

NOT APPROVED

IN PENDING

**COMMENT:**

Student is currently meeting all course requirements

Student is not currently meeting all course requirements

**SIGNATURE OF AUTHORISED PERSON:**

**DATE:**

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