**Enrolment Variation Form for Domestic and Overseas Students**

**(Deferral, Leave of Absence, Leave – Other Types or Withdraw from Course)**

Use this form to apply for: Deferred course commencement, Leave of Absence from the course, Leave from a course other than Leave of Absence or Course Withdrawal. Refer to [Enrolment Policy](https://divinity.edu.au/documents/enrolment-policy/) sections: 6 -10 and [Deferring, Suspending or Cancelling Enrolment Guide for Overseas Students](https://divinity.edu.au/documents/guide-deferring-suspending-cancelling-enrolment/).

Note: Credits, Course/unit transfers and Course Extension cannot be processed using this form. Please consult with your Course Advisor.

## Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |       | Student ID |       |
| First given name |       | Other given name/s (middle) |       |
| Preferred name |       | College/School  |  |
| Course |       |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current course fee payment arrangement | [ ]  | Upfront | [ ]  | FEE-HELP | [ ]  | HECS-HELP | [ ]  | Mixed Payment |

*If you hold an* [*Australian Student Visa (Subclass 500),*](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500) *any amendment to course or unit enrolment may affect the status of your student visa. We recommend you consult with the* [*Department of Home Affairs*](https://www.homeaffairs.gov.au/help-and-support/contact-us) *or a* [*Registered Migration Agent*](https://portal.mara.gov.au/search-the-register-of-migration-agents/) *before making any changes to your enrolment. For more information, please refer to the Department of Home Affairs website (*[*Change of Your Study Situation*](https://immi.homeaffairs.gov.au/change-in-situation/study-situation)*), the* [*National Code of Practice for Provider of Education and Training to Overseas Students 2018*](https://www.education.gov.au/esos-framework/national-code-practice-providers-education-and-training-overseas-students-2018) *(Standards 7 - 9), and* [*Transfer between Registered Providers Policy*](https://divinity.edu.au/documents/transfer-registered-providers-policy-procedures/)*. If you are applying for a deferral or leave of absence, the University of Divinity will request you to provide evidence of compassionate and compelling grounds in support of the enrolment variation. The changes in your enrolment status will be reported by the University of Divinity to the Department of Home Affairs through PRISMS at the time of releasing your new Electronic Confirmation of Enrolment (eCoE). Should you require assistance, you may contact the* [*Commonwealth Ombudsman*](https://www.ombudsman.gov.au/complaints/international-student-complaints)*.*

## Citizenship details (mark one box)

|  |
| --- |
| *Please mark one box. Visa holders must attach a copy of their current visa if it has changed.* |
| **Domestic** |
| [ ]  | Australian citizen | [ ]  | NZ citizen |
| [ ]  | Australian Permanent Visa holder *(permitted to remain in Australia indefinitely)* | [ ]  | Permanent humanitarian visa holder*(permitted to remain in Australia indefinitely)* |
| **Overseas** | **Visa Name** | **Expiry Date** |
| [ ]  | Hold current visa choose from the list🢥 |  |    /  /     |

## Course Amendments (Select Defer or Leave)

|  |
| --- |
| Option 1: Deferral *(*[*Enrolment Policy*](https://divinity.edu.au/documents/enrolment-policy/) *Section 6)* Complete this section if you have been accepted into a course but haven’t yet commenced study, and now wish to defer the start of your studies (Postpone your intake date). |
| **[ ]**  | Defer commencement of study + withdrawal from all units within this period *(One semester or one year)* |
| List of units for withdrawal, if currently within the course  |       |
| [ ]  | *Semester 1* |      (year) | [ ]  | *Semester 2* |      (year) | [ ]  | *Semesters**1 & 2* |      (if in the same year) |
| Reason for deferral: | [ ]  Financial [ ]  Personal/Family [ ]  Employment [ ]  Health/Medical [ ]  Other, please specify:      Evidence attached for CRICOS student (*compassionate and compelling grounds)*[ ]  Yes [ ]  No |
| Additional comments: |       |

|  |
| --- |
| Option 2: Leave of Absence ([*Enrolment Policy*](https://divinity.edu.au/documents/enrolment-policy/) Section 10) Complete this section if you wish to take leave from your studies but return at a later date. The University’s [Enrolment Policy](http://www.divinity.edu.au/documents/enrolment-policy/) states you must be enrolled in units of study or on leave of absence for the duration of the course.  |
| **[ ]**  | Leave of absence from course + withdrawal from all units within this period *(One semester or one year)* |
| List of units for withdrawal, if currently within the course |       |
| [ ]  | *Semester 1* |      (year) | [ ]  | *Semester 2* |      (year) | [ ]  | *Semesters* *1 & 2* |      (if in the same year) |
| Reason for leave of absence: | [ ]  Financial [ ]  Personal/Family [ ]  Employment [ ]  Health/Medical [ ]  Other, please specify:      Evidence attached for CRICOS student (*compassionate and compelling grounds)*[ ]  Yes [ ]  No |
| Additional Comments: |       |

|  |
| --- |
| Option 3: Leave - Other Types ([*Enrolment Policy*](https://divinity.edu.au/documents/enrolment-policy/) Section 11) Approval for a period of leave from study other than Leave of Absence is made by writing a letter of application to the person authorised to approve the application. For a coursework student, this is approved by the Dean of Academic Programs on the recommendation of the Academic Dean of the student’s home college/school.  |
| **[ ]**  | Letter of Application for ‘Leave – Other Type’ to be included with this form. Academic Deans will then seek approval via this form (with accompanying letter of application) from the Dean of Academic Programs.  |
| *Evidence (e.g. medical certificate or other appropriate evidence) to be provided as indicated in the Enrolment Policy, ‘Leave - Other Types’ section. Note some evidence is required to be provided prior to or within one month of the leave being taken. View Enrolment Policy for further details.* |
| *A student who is not an international student on an overseas student visa (Non-CRICOS) and has been admitted to an award of the University of Divinity may be approved for a period of leave from study other than ‘leave of absence’ in the following circumstances:* |
| [ ]  | *Semester 1* |      (year) | [ ]  | *Semester 2* |      (year) | [ ]  | *Semesters* *1 & 2* |      (if in the same year) |
| Circumstances / Reason for ‘Leave – Other Type’: | [ ]  Parental Leave (up to 2 consecutive semesters).[ ]  Bereavement leave (1 semester)[ ]  Medical leave (up to 2 consecutive semesters)[ ]  Jury leave (up to 1 semester) [ ]  Emergency services leave (up to 1 semester)[ ]  Other, please specify:       (describe in brief above; full details can be specified in the ‘letter of application’)Evidence attached (*compassionate and compelling grounds)*[ ]  Yes [ ]  No |
| **[ ]**  | Leave + withdraw from all units within this period *(One semester or one year)* |
| List of units for withdrawal,if currently within the course |       |
| Additional Comments: |       |

|  |
| --- |
| **Option 4: Withdraw from a Course** *(*[*Enrolment Policy*](https://divinity.edu.au/documents/enrolment-policy/) *Section 7)* Complete this section if you wish to withdraw from your course of study completely, with no intention of resuming this course. "If you are an Australian student visa (500 subclass), you should also seek advice from the [Department of Home Affairs](https://immi.homeaffairs.gov.au/change-in-situation) or a [Registered Migration Agent](https://portal.mara.gov.au/search-the-register-of-migration-agents/) on the possible visa implications related to a Course withdrawal" |
| **[ ]**  | Withdraw from course + withdrawal from all enrolled units |
| List of units for withdrawal |       |
| Reason for course withdrawal | [ ]  Financial [ ]  Personal/Family [ ]  Employment [ ]  Health/Medical  |
| [ ]  Other, please specify:       |
| Comments: |       |

## Refund for Unit Withdrawals

If you are withdrawing from the unit(s), you may be eligible for a refund of the tuition fees. It depends on whether you are withdrawing before or after census dates, and if you have evidence of compassionate and compelling circumstances. For more information, please refer to [*Fees Policy*](https://divinity.edu.au/documents/fees-policy/)and [*Late Withdrawal Protocol*](https://divinity.edu.au/study/fees/late-withdrawal-protocol/)*.*

Please choose what best describes you. I wish to apply for refund/remission/recredit of the fee

[ ]  HECS-HELP

[ ]  FEE-HELP

[ ]  UPFRONT FEE

[ ]  Mixed Payment

If you are withdrawing after the census date(s), have you provided any evidence in support of your request? [ ]  Yes [ ]  No

For more information on refunds and financial transactions, please contact Finance Office on +61 3 9853 3177 or email at jgu@divinity.edu.au.

## Privacy Information

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at enquiries@divinity.edu.au.

## Student Acknowledgement

|  |
| --- |
| All information given to support this change of enrolment is to the best of my knowledge correct and complete  |
| Name/Signature |       | Date |    /    /       |
| Type name for electronic submission | dd/mm/yyyy |

## General information

**Deferral**: *A student may apply to defer the start date if they have not commenced study. If enrolled in units, students need to apply prior to the census date of the first unit of study.*

***Leave of Absence:*** *A student who has been admitted to an award of the University of Divinity is entitled to a maximum of one year of leave from the course of study for that award. Students are responsible for arranging timely re-enrolment on completion of the period of approved leave and for ensuring that the course of study is completed within the required time period. Approved leave of absence is excluded when determining whether or not a student is within the maximum time permitted for completion of an award.*

**Leave - Other Types:** *Approval for a period of leave from study other than Leave of Absence is referred to as ‘Leave – Other Types’. For a coursework student this type of leave is approved by the Dean of Academic Programs on the recommendation of the Academic Dean of the student’s home college/school.*

**Withdrawal:** *A student may withdraw from a course of study at any time by submission of this form.*

### Enrolment verification

*Students are encouraged to check their contact and enrolment details via* [Paradigm](https://uod.edu.net.au/php/student_summary.php).

## College/School approval AND checking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Dean for Recommendation of Deferral, Leave of Absence or Leave - Other Types to the Dean of Academic Programs** (as per [Enrolment Policy](https://divinity.edu.au/documents/enrolment-policy/) sections 6, 10 & 11). If the request is for an overseas student, ensure additional processes are followed as set out in the Enrolment Policy. If the request is for ‘Leave – Other Types’, ensure the ‘letter of application’ is included with this paperwork.*Once signed and dated, please pass onto your College/School Course Advisor for further processes.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Academic Dean Name*  |       | *Date* |    /    /      |

**Course Advisor Section** If student wishes to withdraw from their course, I have discussed alternative options including deferral (if applicable) and leave options prior signing off on this request form.I have checked this student’s course amendment request and if deferring or taking leave (either Leave of Absence or Leave – Other Types), I have calculated the following new end date taking into consideration:1. Request for deferral and or leave periods (including prior leave)
2. Approved credits or transfers
3. Maximum course duration (excluding cohort of students such as Centrelink, Overseas)
 |
| **NEW COURSE END DATE** CALCULATION BY COLLEGE/SCHOOL: |    /   /     | *Will be checked and data entered by OVC into Paradigm*  |
| *Course Advisor Name*  |       | *Date* |    /    /      |
| **College/School Office Administration**[ ]  Approved[ ]  Documentation received (if required)[ ]  Student contacted (if required)[ ]  Unit codes and unit names listed on the form are correct[ ]  Refund / remission / re-credit applies. If the student is withdrawing unit(s) after census date, the student is liable for tuition fees unless there is evidence of compassionate grounds. [ ]  Relevant information data entered in Paradigm (e.g. Course Status & Leave fields)[ ]  If Deferral applies, start date remains as is and an indicative end date has been recorded on this paperwork for OVC to check and update Paradigm accordingly[ ]  If Leave of Absence applies, an indicative end date has been recorded on this paperwork for OVC to check and update Paradigm accordingly[ ]  If Leave – Other Types applies, supporting documentation/evidence AND Letter of Application are included, plus an indicative end date has been recorded on this paperwork for consideration, so OVC can check and update Paradigm accordingly. Evidence of compassionate and compelling circumstances will be assessed by the Dean of Academic Program. [ ]  Check eCAF for Fee-Help/HECS-HELP student ‘If a student is applying for ‘Leave of Absence’ or ‘Deferral’ eCAF is still required to be submitted. This is still applicable for when a student returns to study. If eCAF has not been submitted, please advise OVC and note to ‘Request eCAF’ at the time of re-enrolment. |
| *Registrar /Admin Name*  |       | *Date* |    /    /      |