

Canberra

Phone: +61 2 6268 6000

Fax: +61 2 6268 8666

Email: sas@adfa.edu.au

Web: www.unsw.adfa.edu.au

INSTRUCTIONS

This form is to be used when applying for program leave, program deferral or program discontinuation.

Read the guidelines and advice below carefully

- Complete all required details
- For Program Leave complete Section 4A
- For Program Deferral complete Section 4B
- For Program Discontinuation complete Section 4C
- Student Visa holders **MUST** read the Guidelines below and complete Section 3
- Attach original supporting documentation as appropriate
- Sign endorsement overleaf: you must read the endorsement declaration before signing
- Return completed form with supporting documents (if required) to your Program Authority.

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

GUIDELINES

PROGRAM LEAVE (Section 4A)

- Leave from a program of study may be granted to undergraduate or postgraduate students
- **Leave is generally restricted to a total of two semesters; applications for leave in excess of two semesters will be approved only in exceptional circumstances**
- Students should generally complete one semester of study before applying for leave
- Students should read the University Fee Policy and/or refer to www.goingtouni.gov.au before submitting an application for program leave
- Leave can only be sought prior to semester census dates 31 March – Semester 1, 31 August – Semester 2)
- A student whose application for leave is rejected or who does not resume study at the end of the approved leave period must apply, in the usual manner, for re-admission to the program
- Holders of a Student visa must read and complete Section 3

PROGRAM DEFERRAL (Section 4B)

- A new student enrolled in their **first semester** of a program who discontinues that program prior to the census date can 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 may contact the relevant 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.
- Students who do not resume study in the following year must compete for a place if and when readmission is sought.
- Holders of a Student Visa must read and complete Section 3

PROGRAM DISCONTINUATION (Section 4C)

- **Request for discontinuation should be lodged prior to semester census dates (31 March – 31 August)**
- Students should read the University Fee Policy and/or refer to www.goingtouni.gov.au before submitting an application to cancel program enrolment
- After cancellation of program enrolment, students who wish to resume study at a later date must apply, in the usual manner, for readmission to the program
- Holders of a Student Visa must read and complete Section 3

IMPORTANT ADVICE FOR STUDENT VISA HOLDERS

- **DIAC Notification of Program Leave/Cancellation:** Under Commonwealth legislation, the University is required to notify the Department of Immigration and Citizenship (DIAC) 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 Immigration and Citizenship 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 (eg 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 UNSW Student Central, 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.

PROGRAM ENROLMENT VARIATION



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

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:	
Semester Address:	
Semester Telephone:	Email: will be sent to your student account

SECTION 2: PROGRAM DETAILS

Program Name:	Program Code:
Commencement Date:	Expected Completion Date:

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 Semester(s) Semester 1 201____ and/or Semester 2 201____ because:

You must attach independent supporting documentation if required by student visa regulations

Program Authority

Semester 1 201__ Approved Yes No Name: _____ Signature: _____ Ext: _____ Date: _____

Semester 2 201__ 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 Semester **OR** One Full Year

Is this your first Semester of Study? Yes* Are you enrolled in courses in the Current Semester? 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, 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.

Effective: Immediately* At the end of the current Semester

**You should read the University Fee Policy and/or refer to www.goingtouni.gov.au 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: _____

Are you under 18 years old? YES NO

If yes, your parent or guardian must sign below :

Parent/Guardian Signature: _____ Date: _____

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