CAMPBELL INSTITUTE

ENROLMENT VARIATION FORM

www.campbellinstitute.edu.au

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Personal Details

Student Name:	
Student ID:	
Date of Birth:	
Contact Phone Number:	
Current Email Address:	
Current Residential Address:	
Course:	

Course Variation Request

☐ Defer or postpone my studies	From:	To:
☐ Suspend my studies	From:	To:
☐ Extend my studies	From:	To:
☐ Request holiday leave	From:	To:
☐ Change my course	From:	To:
☐ Advance my studies	New earlier start date:	
☐ Complete my course early	By when (date):	
☐ Withdraw/Discontinue my studies	From:	
☐ Transfer to another provider	Starting from: Request Release: ☐ Yes (If yes, you must attach an offer letter/ eCOE from another provider) ☐ No The document processing fee is A$150 (this fee is an application fee only and does not guarantee that the requests will be approved)	

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Reason for Variation

Please provide a detailed explanation for your reason(s)

Checklist

- ☐ I have attached copies of relevant support documentation that can be verified.
- ☐ I understand that there may be additional fees associated with my enrolment variation request, as outlined in the Student Handbook and relevant policy and procedure.

Student Declaration

- ☐ I declare that all the information I have given above is correct and complete.
- ☐ If any information is false or has been withheld, I accept that this may cause cancellation of my enrolment and/or further consequences.
- ☐ I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments.
- ☐ I take responsibility for this decision and understand that Campbell Institute will inform the relevant Government bodies and departments of my decision to change my enrolment status.

Student Signature:	Date:

OFFICE USE ONLY

Form Received By:	Form Received Date:
Outcome:	
Comments (if applicable):	

CONDITIONS

PLEASE READ THE FOLLOWING CONDITIONS CAREFULLY

- Campbell Institute may be required to notify the Department of Home Affairs of changes to a student's enrolment status in accordance with the National Code 2018, which may impact on the student's visa.
- Supporting evidence, such as flight tickets, medical certificates, or death certificates, must accompany relevant requests.
- A non-refundable administrative fee of $150 applies to process withdrawal and transfer requests. Payment of this fee does not guarantee approval of the request.
- All tuition fees must be paid up to the date of the request for it to be processed.
- Refunds are subject to the institution's Refund Policy. All requests are subject to the relevant policies.
- Processing requests may take up to 10 working days.

Deferral requests

- Deferral requests must be submitted before the commencement of the course.
- Deferrals are only granted in cases of compassionate or compelling circumstances*, as defined in the relevant policy, or if there is a delay in receiving a student visa.
- Approved deferrals will result in an updated Confirmation of Enrolment (CoE), which may affect the student's visa. Campbell Institute is not responsible for any discrepancies between the CoE duration and the student visa.

Advancement requests

- Advancement requests must be made before the commencement of the earlier intake date.
- Advancements are only granted in cases of compassionate or compelling circumstances, as defined in the relevant policy, or if there is a delay in receiving a student visa.
- Approved advancements will result in an updated CoE, which may affect the student's visa. Campbell Institute is not responsible for any discrepancies between the CoE duration and the student visa.

Holiday/Suspension requests

- Holiday and suspension requests are only approved in cases of compassionate or compelling circumstances, as defined in the relevant policy.
- Students may apply for a maximum of 3 weeks of holiday. Requests exceeding 3 weeks require a suspension application.
- Suspension durations must be between 4 weeks and 3 months.
- Students are responsible for catching up on assessments missed during holiday or suspension periods. Additional fees, such as late submission or reassessment fees, may apply. The institution may organise extra support classes at the student's expense if required.

Withdrawal Requests

- Withdrawal requests are approved in cases of compassionate or compelling circumstances, if the student is returning to their home country permanently, or if the student's visa status has changed.
- Withdrawal requests will only be approved if the student has completed the first six months of their principal course. The principal course is the final course in a package of courses.
- If the student has not completed the first six months of their principal course, withdrawal may be approved at the institution's discretion if the student:
    - Has met academic progress requirements.
    - Has met attendance requirements.
    - Is up to date with tuition fees.
    - Provides a letter from another registered provider confirming a valid enrolment offer.
    - Demonstrates exceptional circumstances relating to a change in study or career goals necessitating the change in provider.

Transfer Requests

- In accordance with the National Code of Practice 2018, overseas students are restricted from transferring from their current provider prior to completing the first 6 months of their principal course of study. In packaged courses, the principal course of study is the final course to be studied.
- The institution may grant a release if specific conditions outlined in the Overseas Students Transfer Policy are met. Students should contact Student Services for more information.

Extension Requests

- Extensions may be approved if students cannot complete their course within the expected duration due to compassionate or compelling circumstances, as a result of:
    - compassionate or compelling circumstances (e.g., illness where a medical certificate states that the student was unable to attend classes); or
    - an intervention strategy being implemented for the student who is at risk of not meeting satisfactory course progress; or
    - an approved deferment or suspension of study has been granted under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- A CoE cannot be extended after its expiry. If it expires, a student may fall out of compliance with their visa conditions.
- Students are responsible for seeking advice on how a CoE extension may affect their visa and for taking any required action.
- A CoE issuance fee and additional tuition fees may apply.

***Compassionate and Compelling Circumstances**

- In policies, compassionate and compelling circumstances include but not limited to:
  - Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
  - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
  - A traumatic experience, which could include; involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports).