# ANU College
The pathway provider for ANU

# CHANGE OF ENROLMENT

## STUDENT DETAILS

ANUC Student ID: _____

Sponsored Student: ☐ Yes  ☐ No

Family Name: _____

Given Name: _____

Date of Birth: ___/___/_____ (dd/mm/yyyy)

Under 18: ☐ Yes  ☐ No

Street Address: _____

Suburb: _____  Post Code: _____

Email: _____

Mobile: _____

Passport Number: _____

Type of Visa: _____

## CURRENT ENROLMENT DETAILS (tick one) – Your current or most recent course

☐ Academic English Preparation (AEP)   ☐ Access English   ☐ Foundation Studies: _____

Date you started current enrolment: ___/___/_____ (dd/mm/yyyy)

Packaged offer with ANU? ☐ Yes  ☐ No

## CHANGE YOU WOULD LIKE TO MAKE (tick one)

☐ Transfer to other ANUC course or program   New course or program: _____

☐ Shortening a course   Start Date: ___/___/_____ for _____ term(s)

☐ Extending/Repeating a course   Start Date: ___/___/_____ for _____ term(s)

☐ Deferring   ☐ Student has not met the entry requirements for another program

**Comments:**

☐ Discontinuation of studies at ANU College   Date of discontinuation: ___/___/_____ (dd/mm/yyyy)

Reason for discontinuation: _____

If you are enrolling in a different institution, what is its name? _____

**Comments:**

## OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have an OSHC is arranged by ANUC?   Yes   No

Do you have an OSHC is arranged by ANU?   Yes   No

☐ Requesting ANUC to extend the OSHC   From: ___/___/_____ to ___/___/_____

☐ Requesting ANU to defer the ANU Policy   From: ___/___/_____ to ___/___/_____

**Comments:**

## STUDENT FINANCE SUMMARY

Total Consumption of Tuition Fee $   Total Receipts from student $   Balance of Account $

Termination Fee $   Cancellation Fee $   Refund Amount $

Signature of Finance Officer: _____   Date: _____/_____/_____

## STUDENT'S ACCEPTANCE DECLARATION

I declare that the information provided by me on this form and in any supporting documentation is complete and correct.
I hereby authorise ANU College to contact concerned parties for the purpose of verifying any information supplied.
I acknowledge that ANU College may advise the relevant Commonwealth Government department of the outcome of any request that may affect my enrolment at ANUC.

*For students who are withdrawing from their course at ANUC:* By signing this form I also confirm I no longer wish to be enrolled at ANU College and ask that my enrolment be cancelled.

☐ I have obtained the approval of any relevant sponsoring authority to change my enrolment in accordance with the details on this form and confirm that this authority accepts the financial consequences of my decision.

☐ I have completed and understood the Finance

Signature of Student: _____    Date: _____ / _____ / _____

## HEAD OF PROGRAM APPROVAL

Signature of relevant Head of Program: _____    Date: _____ /__ __/ _____

**Comments:**

## STUDENT SUPPORT OFFICER AUTHORISATION (For students under 18 only)

Signature of Student Support Officer: _____    Date: _____ / _____ / _____

**Comments:**

## REASON FOR TERMINATION - PRISMS

| | | |
|---|---|---|
| A. Termination of student's studies prior to completing course | | Student completed the course early |
| | | Student left provider – transferred to a course at another provider |
| | | Student notifies cessation of studies |
| | | Provider decision to cease student enrolment |
| B. Non-compliance with visa conditions | | Unsatisfactory attendance (requires internal & external appeals process) |
| | | Unsatisfactory course progress (requires internal & external appeals process – attach form) |
| C. Deferring or Suspending Enrolment | | Compassionate or compelling circumstances |
| | | Student misbehavior (requires internal appeals process) |
| D. Student requests change to existing enrolment | | Student requests change to existing enrolment |
| E. Non-payment of fees | | Non-payment of fees (requires internal appeals process) |
| F. Non commencement | | Non commencement of studies (and no deferred date) |

**COMMENTS:**

1. Study Global and PRISMS updated  on    /    /      by _____

2. ANUC Release Letter required   Y  /  N.

3. ANU Release Letter required   Y  / N.   If Yes to either or both:   Has he student been enrolled for less than six months?  Y / N

4.  If yes, a Letter of Offer from the new Institution must be supplied before a Release Letter is provided.

5.  Name of New Institution: _____

Signature of Administration Officer: _____    Date: _____/_____/_____