



<b>First Name</b>		<b>Student Number</b>	
<b>Last Name</b>			
<b>Course Code</b>		<b>Start Date</b>	
<b>Course Title</b>			

**Reason for Change (Please select and complete the necessary sections):**

**Change of course**

<b>New Course Code</b>		<b>Intake Date</b>
<b>New Course Title</b>		

**Defer my studies**

<b>New Intake Date</b>	_____ / _____ / _____
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**The following documents must be attached to this request so that your application can be considered, please tick the relevant boxes and provide the required evidence:**

- Medical Certificates
- Death Certificate (translated in English)
- Evidence of a major political upheaval or natural disaster in your home country
- Evidence of a traumatic experience: Police Report, Psychologist Report, or suitably qualified Professional
- Plane ticket
- Other supporting evidence \_\_\_\_\_

**Please outline the reasons for seeking a Change of Course/Deferral.**



CoE Extension

**New Expected Course End Date**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Reason for changing Coe end date (please tick and provide supporting evidence):**

- Repeating failed units (if you are at risk of unsatisfactory progress please attach evidence of an approved study plan)
- Serious illness or injury (attach medical certificate)
- Shorten CoE duration following Recognition of Prior Learning (RPL)
- Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)
- Reduced study load/overload changes course duration
- Unusual course structure (supporting statement required from faculty/school on the reverse of this form)
- Other (please specify): \_\_\_\_\_

**PRIVACY STATEMENT:**

*The information collected on this form is purely for the purpose of assessing your request for a Change of Enrolment. Kingsford International Institute collects, uses and destroys information in accordance with the Institute's Privacy Policy.*

**DECISION PROCESS**

You will be advised in writing within 10 working days of the outcome of your Request for Change of Enrolment. If your request is unsuccessful, you will receive a letter outlining the reasons for our decision. Please refer to the procedures in the International Student Handbook for "Complaints and Appeals" process, should you wish to appeal this decision.

## DECLARATION AND SIGNATURE

### I understand that:

1. This is a request for a Change of Enrolment and will be considered in accordance with the Deferring, Suspending or Cancelling Enrolment Policy.
2. I will be informed of the outcome of this request including the reason/s for the decision in writing and in 10 working days
3. I have the right of appeal, in accordance with Kingsford International Institute's Complaints and Appeals Policy. I also have the further right of appeal under Australia's Consumer Laws.
4. If applicable, my entitlement to a refund will be assessed in accordance with Kingsford International Institute's Refund Policy.

### I DECLARE THAT:

- I have read and understand Kingsford International Institute Policy and Procedure in relation to Deferring, Suspending or Cancelling Enrolment.
- I have read and understand Kingsford International Institute Fees, Charges and Refund Policy.
- I have read and understand Kingsford International Institute Complaints and Appeals Process.
- The information provided by me is true and complete.

Please tick the boxes above, sign the form below and return to either Reception or the Student Support Officer at Kingsford International Institute.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## LODGMET OF APPLICATION

Applications can either be handed in directly to Kingsford International Institute at Reception or you can email the request to Student Support Officer at [studentsupport@kii.edu.au](mailto:studentsupport@kii.edu.au).

**OFFICE USE ONLY** Please note that all evidence of document/s must be sighted and stamped as "Original Sighted" with the correct date. Please state your name on the evidence of the documents.

<b>Received by:</b>		<b>Date</b>	___/___/___
<b>Fees:</b>	<input type="checkbox"/> Paid	<input type="checkbox"/> Not Paid	
<b>Outcome:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved, no Refund Request Form required	
<b>Reason for non-approval of request (if Not Approved):</b>			
<b>Principal Administrator Signature:</b>		<b>Date:</b>	
<b>Action required:</b>	<input type="checkbox"/> PRISMS Cancelled <input type="checkbox"/> Refund processed <input type="checkbox"/> AVETMISS Database updated <input type="checkbox"/> Invoice Cancelled <input type="checkbox"/> File closed		