

# Application to Vary Enrolment

## Important Information

This form applies to all students who seek to add or withdraw from units of study to change their study load at Macleay College. It should be read in conjunction with the following policies which can be found at the Enrolment Resources section of the college website and myHandbook section Moodle via <http://mymacleay.edu.au/>.

- Tuition Fee Refund Policies
- Deferral, Suspension or Cancellation of Enrolment Policy
- Grievance & Appeals Policies

International students on a student visa should be aware that varying their enrolment may affect their student visa. Any changes to the duration of the course of study as a result of varying enrolment will be reported to the Department Immigration and Border Protection (DIBP) via PRISMS in accordance with the National Code 2007. To check the conditions of a student visa please visit the DIBP website at <http://www.immi.gov.au/> or call 131 881.

## Varying Enrolment without Penalty

An application to vary enrolment should be submitted to the Registrar prior to Census Date to avoid any academic and/or financial penalty.

If a student varies their enrolment after Census Date, the unit will be recorded on your Academic Transcript as a Withdrawn Fail (WN) and you will not be eligible for any refund.

International students should note that, in accordance with Standard 13.2 of the National Code 2007, Macleay College will only grant approval to vary enrolment on the grounds of compassionate or compelling circumstances. As such, documentary evidence must be provided.

## Withdrawing from Units & Fee Refunds

Having lodged this form to withdraw from unit/s to reduce study load, students seeking a refund of tuition fees for those unit/s must also lodge an Application for Fee Refund form with the Office of the Registrar. A fee refund is not an automatic result of withdrawing or cancelling enrolment.

It is important that an Application for Fee Refund Form is lodged prior to Census Date to avoid financial liability for those units.

For more information on applying for a fee refund, please see the Tuition Fee Refund Policies which can be found at the Enrolment Resources section of the college website and myHandbook section Moodle via <http://mymacleay.edu.au/>.

## The Application Process

A student wishing to vary their enrolment at Macleay College must submit this 'Application to Vary Enrolment' form to the Registrar. Macleay will only consider an application complete and eligible for assessment if all sections have been completed and the form signed.

The Registrar will liaise with your Faculty Coordinator to process the form.

## Lodging the Application Form

You can lodge your completed application ie. including any supporting documentation to the Registrar by one of the following means:

In person: Level 2, 28 Foveaux Street, Surry Hills (Sydney Campus) or Level 1, 55 Swanston Street, Melbourne (Melbourne Campus)

By email: [registrar@macleay.edu.au](mailto:registrar@macleay.edu.au)

## Assessment & Notification of Outcome

On receipt of your completed application, Macleay will process the request and advise you of the outcome in writing within ten working days.


If the application is approved, the student will receive an Approval Letter. It is the responsibility of the student to sign and return the letter acknowledging their acceptance of their new study load and any subsequent changes to their enrolment. If the granting of the variation affects the course duration for an international student, the change will be reported to DIBP via PRISMS in accordance with Standard 9 of the National Code 2007.

If the application is denied, the student will be issued a Refusal Letter advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college *Grievance & Appeals Policy*.

The application, assessment decision and outcomes will be saved to the student file for record.

## Privacy Statement

Macleay is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Macleay collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Macleay College as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT	
received by Macleay as a complete application for assessment	
<b>Macleay:</b> 	<b>Date:</b>  <b>Name:</b>
<b>Student Number:</b>	

**Please retain this copy as proof your application was submitted**

# Application for Variation of Enrolment

this form applies to all students seeking to add or remove units of study to change their study load


Personal Details	I am a Domestic Student (Applicant)	I am an International Student (Applicant)
Macleay College Student Number:	Family Name:	Date of Birth (dd/mm/yyyy):
Address:	Given Name(s):	Title: Mr Mrs Miss Ms Dr
	Macleay College Email Address:	Contact Telephone Number:


Course Details	
Course of study in which you are current enrolled:	Campus at which you study:

Adding Units
Enter the unit names that you wish to add to your enrolment.
1.
2.
3.

Withdrawing Units
Enter the unit names you wish to withdraw from.
1.
2.
3.

Reasons for Variation
My reasons for varying my enrolment at Macleay College are:
<p><b>NOTE:</b> International students should note that, in accordance with Standard 13.2 of the National Code 2007, Macleay College will only grant approval to vary enrolment on the grounds of compassionate or compelling circumstances. As such, documentary evidence must be provided.</p>

Student Declaration	
I declare that the information provided by me is true and correct.	
	Date Signed (dd/mm/yyyy):

OFFICE USE ONLY:		
<input type="checkbox"/> Application Checked for Completeness by Registrar	<input type="checkbox"/> Completed Application Assessed by Registrar (and HoF if necessary)	<input type="checkbox"/> HoF advised of change
<input type="checkbox"/> Approval Letter issued by Registrar	<input type="checkbox"/> Signed Approval Letter returned by Student	<input type="checkbox"/> Paradigm Updated
<input type="checkbox"/> Refused Letter issued by Registrar	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (dd/mm/yy):
Staff Name:		Date Signed: (dd/mm/yyyy):