

Melbourne Campus Shop 21/108 Bourke St Melbourne VIC 3000 Phone(03) 9041 6887Emailadmissions@sea-english.edu.auWebsitewww.sea-english.edu.auCRICOS Code 02353C | ABN 68 095 476 029

FORM-E01 APPLICATION FOR ENROLMENT CHANGE (COURSE WITHDRAWAL, DEFERRAL AND SUSPENSION FORM)

Your Current Enrolment Details

Student Name	
Student ID	
Current Visa Status	
Course Enrolled	
Course Duration	
Current Progress	
Current Class Allocated	

Types of Change Requested

A. Deferral / Change Start Date	B. Suspension / Withdrawal	C. Extension
D. Shorten the Course	E. Leave	

A. Deferral / Change Start Date

Original Start Date			
New Start Date			
Reason for Deferral/Chan	ge		
Start Date			
· · · · · · · ·	Yes 🗌 No	Refund Needed? 🗌 Y	es 🗌 No
Additional Payment Need	ed? 🗌 Yes 🗌 No		
Student Signature		Date	

B. Suspension / Withdrawal

Suspension/Withdrawal D	Date		
Reason for			
Suspension/Withdrawal			
eCoE Update Needed?	Yes No	Refund Needed? 🗌 Y	es 🗌 No
Additional Payment Need	ed? 🗌 Yes 🗌 No		
Student Signature		Date	
		1	1

C. Extension

Original Start Date	
Original End Date	
New End Date	

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Reason for Extension		
eCoE Update Needed?	 Refund Needed? 🗌 ١	′es 🗌 No
Student Signature	Date	

D. Shorten the Course

Original Start Date			
Original End Date			
New End Date			
Reason for Shortening the			
Course			
eCoE Update Needed?	es 🗌 No	Refund Needed? 🗌 Y	es 🗌 No
Additional Payment Needed	? 🗌 Yes 🗌 No		
Student Signature		Date	

E. Leave

Leave Start Date			
Leave End Date			
Reason for Leave			
eCoE Update Needed?	Yes No	Refund Needed? 🗌 Y	es 🗌 No
Additional Payment Need	ed? 🗌 Yes 🗌 No		
Student Signature		Date	

ADMIN USE ONLY					
Enrolment Change Approved	Yes	🗌 No			
SMS Updated	🗌 Yes	🗌 No		Date	
PRISMS Updated	Yes	🗌 No	🗌 N/A	Date	
Staff Name					
Staff Signature					
Date					

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