

**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

<input type="checkbox"/> A. Deferral / Change Start Date	<input type="checkbox"/> B. Suspension / Withdrawal	<input type="checkbox"/> C. Extension
<input type="checkbox"/> D. Shorten the Course	<input type="checkbox"/> E. Leave	

A. Deferral / Change Start Date

Original Start Date	
New Start Date	
Reason for Deferral/Change Start Date	
eCoE Update Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Payment Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Signature	Date

B. Suspension / Withdrawal

Suspension/Withdrawal Date	
Reason for Suspension/Withdrawal	
eCoE Update Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Payment Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Signature	Date

C. Extension

Original Start Date	
Original End Date	
New End Date	

Reason for Extension			
eCoE Update Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Payment Needed? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Payment Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Signature		Date	

E. Leave

Leave Start Date			
Leave End Date			
Reason for Leave			
eCoE Update Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Payment Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Signature		Date	

ADMIN USE ONLY

Enrolment Change Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
SMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
PRISMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date	
Staff Name			
Staff Signature			
Date			