



PROGRAM/COURSEWORK ENROLMENT VARIATION (STUDENTS AGED UNDER 18 ONLY)

INSTRUCTIONS

This form is to be used when applying for program leave, program deferral or program discontinuation if you **are under 18 years of age**.

Read the guidelines and advice below carefully:

- Complete all required details and attach supporting documentation if appropriate
- Student Visa holders **MUST** read the Guidelines below and complete Section 3
- Student and Parent/Guardian to sign endorsement in Section 5--you must read the endorsement declaration before signing
- Return completed form with supporting documents (if required) to Student Lifecycle, The Nucleus: Student Hub, Level 2 (Entry Level), UNSW Main Library

Incomplete and/or undocumented applications for leave of absence or cancelling program enrolment cannot be accepted.

GUIDELINES

PROGRAM LEAVE (Section 4A)

- Leave from a program of study may be granted to undergraduate or postgraduate students and is generally restricted to up to 1 year
- Students must complete one term of study before applying for leave and must apply before Census date for the relevant term

PROGRAM DEFERRAL (Section 4B)

- A new student enrolled in their first term of a program who discontinues that program prior to the census date will be granted a deferment (not Program Leave) and is guaranteed readmission to the same program the following year
- This form is to be used when a new student has accepted an offer for and enrolled in courses under the program for which they wish to defer. Students who have not yet enrolled should contact the Admissions Office directly to request a deferral

NB. Program Authority approval is not required for program deferral

- International and Postgraduate Students will automatically be issued with a new offer by the University's Admissions Office at the end of the deferment period

PROGRAM DISCONTINUATION (Section 4C)

- **Request for discontinuation should be lodged prior to the relevant census dates for the term**
- After cancellation of program enrolment, students who wish to resume study at a later date must apply, in the usual manner, for admission to the program

IMPORTANT ADVICE FOR STUDENT VISA HOLDERS

- **Department of Home Affairs Notification of Program Leave/Cancellation:** Under Commonwealth legislation, the University is required to notify the Department of Home Affairs of changes to the enrolment of Student Visa holders. Cancellation and Leave of Absence (Program Leave) will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type. Provided you report to the Department of Home Affairs as required, your visa cancellation should be "without prejudice," and should not prevent you from reapplying in the future. Students transferring to another institution in Australia must include details of their new education provider to avoid visa cancellation.
- **Granting of Program Leave to Student Visa holders:** As required by Commonwealth law, student visa holders will be granted leave by UNSW, conditional on complying with immigration requirements. In all but exceptional circumstances (e.g. serious personal/health problem requiring you to remain in Australia), student visa holders granted leave will be required to depart Australia for the duration of their leave. If you believe your circumstances are exceptional, please provide documentation to support this claim. In all cases, student visa holders granted leave by the University must report to Immigration authorities to clarify their visa status.
- **Reapplying for your student visa:** You may find it is simplest to apply for a new student visa prior to departing Australia. Whether you choose to apply in Australia or from overseas, you will need to request for a [New Confirmation of Enrolment](#).

SECTION 1: PERSONAL DETAILS

Student ID:	Date of Birth:
Family Name:	Given Name(s):
Student Visa (please tick) Yes* ☐ No ☐	*If Yes, you MUST complete Section 3
Personal Email (we will also contact you via your UNSW student email for Program Leave only):	

SECTION 2: PROGRAM DETAILS

Program Name:	Program Code:
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SECTION 3: INTERNATIONAL STUDENT VISA HOLDERS ONLY

Passport Details

Nationality: _____ Place + Date of Issue: _____ / ____ / ____

Passport Number: _____

Address while on Leave (*Must be outside of Australia*):

If transferring to another Education Provider:

Name of Provider: _____ Location of Provider: _____

NB: You must attach a certified copy of your Letter of Offer or eCOE from your new Education Provider

SECTION 4A: PROGRAM LEAVE

I wish to apply for leave in the following Term(s):

Term 1 202____ and/or Term 2 202____ and/or Term 3 202____

Reason for leave: _____

You must attach supporting documentation if required by student visa regulations

[Program Authority Use Only]

Term 1 202__ Approved ☐ Yes ☐ No Name: _____ Signature: _____ Date: _____

Term 2 202__ Approved ☐ Yes ☐ No Name: _____ Signature: _____ Date: _____

Term 3 202__ Approved ☐ Yes ☐ No Name: _____ Signature: _____ Date: _____

SECTION 4B: PROGRAM DEFERRAL

I wish to defer the commencement of my Program ☐ Yes

Length of deferral ☐ Next available Term **OR** ☐ Next available Two Terms **OR** ☐ One Full Year

Is this your first Term of Study? ☐ Yes* Are you enrolled in courses in the Current Term?* ☐ Yes ☐ No

*** NB. If your answer is no to this question you should complete Section 4A Program Leave above.**

SECTION 4C: PROGRAM DISCONTINUATION

I no longer wish to be enrolled at UNSW for the following reason(s):

Please cancel my enrolment. I am aware that I will have to re-apply for admission in competition with all other applications if I decide to study at a later date.

Please note once your request is processed access to your Student Email account **will cease immediately**.

Effective: ☐ Immediately* ☐ At the end of the current Term

**You should read the [University Fee Policy](#) and/or refer to the [Australian Government StudyAssist](#) site before selecting this option*

SECTION 5: ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact any relevant organisation or professional authority concerned for the purpose of verifying any information or supporting documentation I have provided. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form, I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

*Application forms not signed by the **student** and **Parent/Guardian** will not be accepted.*



UNSW
SYDNEY