

# VARIATION OF ENROLMENT FORM



Australian International  
Institute of  
Higher Education

TEQSA Registered in the "Institute of Higher Education" category

## Instructions:

1. Submit the completed form along with any necessary supporting documentary evidence to [studentservices@aiihe.edu.au](mailto:studentservices@aiihe.edu.au).

2. While submitting this form, make sure to use your AIiHE email account.

**Section 1:** AIiHE may grant an **extension of enrolment** duration in the following circumstances:

- a) there are compelling or compassionate circumstances;
- b) the Institute has implemented, or is in the process of implementing, an intervention strategy for the student; or
- c) an approved deferral or suspension of the student's enrolment has been granted.

**Section 2:** AIiHE may grant a **deferral of enrolment** in the following circumstances:

- a) Students may apply to defer their studies for a period of one (1) or two (2) study periods (and up to one (1) year of study) after having been issued a Confirmation of Enrolment.
- b) Students may apply to defer their studies if they fail to obtain a student visa in time to commence the course or fail to arrive in Australia in time to commence the course.
- c) A student who is approved for a deferral of study is still required to enrol at the end of the deferral period in accordance with the enrolment procedure in order to commence study.
- d) Should the student fail to enrol after one year, the student will be required to reapply for admission.

**Section 3:** AIiHE may grant a **suspension of enrolment** in the following circumstances:

- a) Students are entitled to apply for leave of absence from their studies for up to one (1) year. Students granted leave of absence will be withdrawn from all subjects but remain enrolled in the course.
- b) The Institute may grant a leave of absence in the following circumstances:
  - 1) there are compelling or compassionate circumstances; or
  - 2) a suspension has been recommended as part of an intervention strategy.
- c) A student who requires more than the maximum period of leave of absence will need to cancel their enrolment and re-apply for admission.
- d) Where a student has been granted leave of absence from the Institute but wishes to return early to the Institute, the student should contact the Institute as soon as possible to discuss any potential impact on their studies.

**Section 4:** AIiHE may grant a **reduction of enrolment** in the following circumstances:

- a) Where the duration for the completion of a course is reduced, e.g. by being granted credit for prior learning, a new Confirmation of Enrolment will be generated by the Institute.
- b) Requests for credit for prior learning are managed under the provisions of the Institute's *Credit Policy and Procedure*.

# VARIATION OF ENROLMENT FORM



Australian International  
Institute of  
Higher Education

TEQSA Registered in the "Institute of Higher Education" category

## STUDENT DETAILS

Given Name:		Family Name:	
Student ID:		Phone Number:	
Personal Email:		AIHE Email:	
Enrolled/Current Course:			

## TYPE OF VARIATION OF ENROLMENT

<input type="checkbox"/> Deferral of commencement	Duration:	
<input type="checkbox"/> Suspension of enrolment (leave of absence)	Duration:	
<input type="checkbox"/> Extension of enrolment (international students only)	Duration:	
<input type="checkbox"/> Reduction of enrolment (international students only)	Duration:	

**Reason for variation of enrolment:** (Please write details in the space below)

--

**Attached supporting documentation:** (Please list the attached documents below)

--

Please use additional pages if necessary and attach them to this form.

## STUDENT DECLARATION

☐ I have read and understood the Institute's International Student Enrolment Policy and Procedure or Domestic Student Enrolment Policy and Procedure (as appropriate).

Name:	
Signature:	
Date:	

**Note:** If you are an international student and your application for variation of enrolment is approved, it will be reported to the relevant government departments. Be aware of the potential impacts this may have on your visa status and consult with qualified professionals if necessary.

# VARIATION OF ENROLMENT FORM



Australian International  
Institute of  
Higher Education

TEQSA Registered in the "Institute of Higher Education" category

## OFFICE USE ONLY

Reference Number:

Receiving Date:

Receiving Officer:

Acknowledgement Date:

Reviewing Officer:

Interview or further information requested (if applicable): If yes, please write details

☐ Yes | ☐ No

Outcome of Review:

Written response provided to the student on:

Required actions completed on:

Notification of variation of enrolment on PRISMS on: (for international students only)