

Extra conditions to return:

Tick if note in SG

## Student Change of Enrolment Status Suspension/Deferral Form

### Student to complete

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Current Course:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Future Enrolled Courses:** \_\_\_\_\_

**Current (NSW) Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Student <18:**  Yes  No

If yes, please circle which accommodation arrangement are you in:  
**Homestay / Unilodge / Urbanest / Other**

If yes, please circle what visa you are currently holding:  
**Student Visa / TR / PR**

**Please select one of the following reason below:**

- Personal medical reason caused by illness
- Family health issue
- Others: Provide details/explanation in the written parental permission

**Please select supporting documents provided with your application below:**

(your application will **NOT** be processed if required documents are not provided; USPP students can email documents to [USFP@studygroup.com](mailto:USFP@studygroup.com))

- Medical certificate
- Air ticket (must)
- Written parental permission (must)

**Suspension/Deferral to** \_\_\_\_\_, **returning on** \_\_\_\_\_

**Degree choice at The University of Sydney (USPP students only):** \_\_\_\_\_

**Student Declaration – I declare that:**

- The change of my enrolment status may affect my current visa.
- I am giving written consent to the University of Sydney and its partner providers to check my visa status and conditions on the Visa Entitlement Verification Online (VEVO) system provided by the Department of Home Affairs (DHA).

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Bursar/Associate Bursar on Ground Floor to complete

BID: \_\_\_\_\_

**Fees Paid:** \_\_\_\_\_ **Fees Due/Overdue:** \_\_\_\_\_

**Comments:**

**Bursar's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Accommodation Coordinator on Ground Floor to complete

**Living in Homestay/Student Accommodation:**  Yes  No (if yes, please complete below)

**Select one of the action below:**

- |  |  |
|--|--|
| <input type="checkbox"/> Completed homestay moved out procedure              | Student Move out date: _____ / _____ / _____       |
| <input type="checkbox"/> Completed student accommodation moved out procedure | Student Flying out date: _____ / _____ / _____     |
| <input type="checkbox"/> Others (please specify): _____                      | The guardian was informed on _____ / _____ / _____ |
|  | The parents was informed on _____ / _____ / _____  |

**Accommodation Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/DoS to complete**

Attendance: Satisfactory  Unsatisfactory  ITR Issued  Date: \_\_\_\_\_  
 Academic Progress: Satisfactory  Unsatisfactory  ITR Issued  Date: \_\_\_\_\_

Do you support this student's application? Yes  No

**Tick the following if received:**

- Reasonable proof for compelling & compassionate reason(s)
- Air ticket sighted – flying out on \_\_\_\_\_
- Written parental permission

**Subject Selection for**

intake \_\_\_\_\_ starts on \_\_\_\_\_

- 1.
- 2.
- 3.
- 4.
- 5.

If High School, is the student an April enrolment? Yes  No

**Comments:**

Last College Day: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Dean's Signature : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Principal/Deputy Principal/Dean/DoS to complete**

Has the student attended 6 months of academic course? Yes  No   
 Are there exceptional circumstances? Yes  No   
 Refund due? As per refund policy  Other

**Comments:**

Application approved? Yes  No

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY**

Office Staff	Comment	Signature	Date
Library	Books Returned/	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Fines Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bursar or Asst. Bursar	Locker tidy and returned	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	SG fees reallocation	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Administration	SG course amended	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Revised Offers emailed to student	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	PRISMS Suspension ( <b>if under 18, CAAW cancelled</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Generate new CoE ( <b>if under 18, and CAAW</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Confirm on VEVO student is offshore as per flight details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Email SSS to remove student from attendance list ( <b>if under 18</b> ) Confirmed with SSS that student is with parents	Yes <input type="checkbox"/> No <input type="checkbox"/>	