

ENROLMENT VARIATION FORM

Student ID:

INSTRUCTIONS

1. This form is to be used to request a variation to an existing enrolment and to obtain a new electronic Confirmation of Enrolment (eCoE).
2. Complete all required sections of the form
3. Return the completed form to the Student Reception or email it to [Admissions](#)
4. Incomplete and/or undocumented applications will NOT be accepted.

Please select the variation type below and complete **ONLY** the sections noted.

<input type="checkbox"/> Deferral/Suspension of Studies	Complete Sections 1,2, and 3
<input type="checkbox"/> Early Completion	Complete Sections 1 and 4
<input type="checkbox"/> Change of Course	Complete Sections 1,3, and 4
<input type="checkbox"/> Course Extension	Complete Sections 1 and 4

Important Notes:

- You must be enrolled full-time (unless it is your last study period).
- Enrolment variation requests from students with outstanding documents and/or payments will not be processed until received.
- Request for suspension of studies under compassionate circumstances will not be processed without supporting documents.
- Your new eCoE will be emailed to your **student email** account.

SECTION 1: PERSONAL DETAILS

Last Name:
Given Name (s):
Postal Address:
Mobile Number:
Email Address:

SECTION 2: DEFERRAL/SUSPENSION OF STUDIES

Please note that a Deferral/Suspension of Studies is for an entire semester/term and can only be considered for one semester/term.

Course Name:

Course Deferral /Suspension of Studies Period:

Reason for Request:

<input type="checkbox"/> Course or unit availability (e.g., required units not offered in a given semester/term)
<input type="checkbox"/> Serious illness or injury (medical certificate required)
<input type="checkbox"/> Bereavement of a close family member (death certificate and flight tickets required)
<input type="checkbox"/> Returning home for an emergency (supporting evidence, including flight tickets)
<input type="checkbox"/> Major accident or trauma (medical certificate required)
<input type="checkbox"/> Other (please specify):

SECTION 3: CHANGE OF COURSE

Current Course:

New Course:

SECTION 4: STUDENT DECLARATION

- I declare that the information supplied by me on all parts of this form is correct and true to the best of my knowledge.
- I understand that any false statement may result in the Institute notifying DoHA about my false claims and a charge of breach of discipline or academic misconduct made against me.
- I understand that the supporting documentation must be submitted at the time of request.
- I understand that DoHA will be notified of the change to my enrolment at BPP Institute, and this may affect the validity of my student visa.
- I understand that I am required to submit this application **before** the requested period commences.
- I understand that I must continue to attend my classes until I am notified of the outcome of my request, and failure to attend class will result in being marked absent.
- I understand that the assessment of my request will be based on the reasons and documentation provided by me and BPP Institute's policies and procedures.
- I understand that if my request for a change of course is approved, I must pay the tuition fees required for the new course.
- I understand that a request for a deferral/suspension of studies is granted for one semester/term only. Applications for periods of deferral/suspension of studies of more than one semester/term will, in most cases, not be approved unless exceptional circumstances can be established.
- I understand that BPP Institute staff will contact me with BPP Institute's decision by email to my student email in the first instance.
- I understand that if my request for the course extension and suspension of studies is approved, that:
 - a) The duration of my enrolment may be longer than my expected original enrolment duration.
 - b) I need to seek advice from DoHA about any possible implications for my student visa, for instance, a longer period of enrolment than the expected duration may mean that I will need to apply to extend my student visa.
 - c) My course progress may be affected
 - d) My timetable may change
 - e) I must return to classes when expected. If I do not, my enrolment and CoE will be cancelled, and this will put my student visa at risk, and being marked absent could lead to a breach of student visa attendance requirements.

- I understand that I will be issued a new offer letter for a change of course request, and until the signed agreement is submitted, the process of the request will not be finalised, and a new CoE will not be issued, which could lead to my student visa being at risk.

Student Signature:

Date:

SECTION 5: COURSE EXTENSION – Academic Services to complete

The Institute may only extend the duration of the student’s study where it is clear that the student will not complete the course within the expected duration. BPP Institute will use the information provided below to determine the length of time required by the student to complete their program of study.

Course Name for Extension:

SECTION 6: EARLY COMPLETION – Academic Services to complete

Course Name:
Original Completion Date:
Actual Completion Date:
Academic Services Staff Signature:
Date:

SUSPENSION/DEFERRAL – To be approved by the Director of Admissions

Outstanding Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount \$:
Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Processed and Uploaded: <input type="checkbox"/> Yes <input type="checkbox"/> No	

If the request is not approved, the reason is:

Approved By:

Signature:

Date:

This form aligns with BPP Institute's Deferring, Suspending or Cancelling International Student Enrolment Policy and Procedure. Please refer to the policy and/or procedure on the BPP Institute website for more information.

Privacy Statement

BPP Institute collects personal information about you to enrol you into your chosen course(s) or program(s) of study. You must supply us with current and accurate details to process your enrolment. We may also collect and use your information to improve our products and services. BPP Institute will ensure that your personal information is always stored securely and will not be traded improperly. Any disclosure of your data and personal information will be made in strict adherence to BPP Institute's privacy and personal information policy and the Privacy and Data Protection Act 2014 (VIC). Contact Student Services if you have any concerns or make a privacy complaint at [Student Services](#).