



ENGLISH LANGUAGE PROGRAM EXTENSION

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

Personal details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Unspecified
Family name				First name(s)			
Date of birth (dd/mm/yyyy)				Student ID			
Phone number				Email			
Address							
City		State			Postcode		
Country							

Current enrolment

Current enrolment dates	Start (dd/mm/yyyy)	End (dd/mm/yyyy)	Number of weeks in current enrolment:
Will student complete their current enrolment. <input type="checkbox"/> Yes <input type="checkbox"/> No			

New Enrolment

Number weeks required in new enrolment (total)	Start (dd/mm/yyyy)	End (dd/mm/yyyy)
--	--------------------	------------------

Campus

Adelaide Campus Melbourne Campus

Pathway

Current pathway program	<input type="checkbox"/> FSP	<input type="checkbox"/> DTP	<input type="checkbox"/> PMP	Month	Year	Accelerated
						<input type="checkbox"/> Yes <input type="checkbox"/> No
Revised pathway program	<input type="checkbox"/> FSP	<input type="checkbox"/> DTP	<input type="checkbox"/> PMP	Month	Year	Accelerated
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Cancelled confirmation of enrolment

When making a new offer, the College will cancel your CoEs for any unfinished enrolment. To ensure you have valid CoEs, please accept your offer as quickly as possible, as this may impact your student visa.

Student declaration

I am aware that my restarting the program will be reported to the Department of Home Affairs (DHA) within 14 days of giving this notification and that this may also result in an increase in fees owing to the College. I am also aware that if this restart is approved that I will need to collect my new enrolment documents from the College Administration and take them to the Department of Home Affairs to ensure that the Department have approved of the change.

Students are permitted a maximum of two attempts at each level of the GAE program, unless they have not reached the end of their current enrolment in which case the student may be permitted to repeat the level again. Please refer to <http://college.adelaide.edu.au/about/policies-and-procedures/> for relevant policies.

I am aware that if there is a break longer than 8 weeks between my courses, and I have a valid CoE for a future course, I am required to leave Australia in that time. If I do not have a valid CoE for a future course I can only remain in Australia for 28 days (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>). I am also aware that breaks in an enrolment longer than 2 calendar months may result in the cancellation of the student visa, and it is my responsibility to contact the Department of Home Affairs to discuss my visa arrangements.

Student's signature	Acceptance due date
---------------------	---------------------

OFFICE USE ONLY

Comments

Staff signature

Date

Staff name

Request for English Language Program extension form scanned and copy saved in the student's electronic file, copy emailed to the student, diary note of the changes to the enrolment made in the student's Edupoint file.

- Enrolment outcome and status for the English Language Program program and the pathway program entered in the student's Edupoint file as per business rules.
- End date of pathway program changed to same as start date for pathway program.
- Finished student's English Language Program enrolment in Edupoint.
- Financials for the English Language Program program updated prior to submitting the Request for English Language Program extension form to Admissions.
- Tuition fees for pathway program credited out ready for Admissions to transfer to the new pathway program (FSP, DTP or PMP) upon acceptance of the offer
- Relevant pathway / bachelor's / master's CoEs cancelled
- Request for English Language Program extension form submitted to Admissions.

OFFICE USE ONLY (ADMISSIONS)

- Offer made
- New CoE issued
- Finances transferred
- Academic Manager & Student Services advised of new enrolment is EP

OFFICE USE ONLY (Academic Manager)

- English Language Program Extension spreadsheet updated