# Add Drop Swap Form – International – Student Visa

**VET and HE International Students – CRICOS 00231G courses.**

* This form is for use by **Student Visas** holders only
* Policies are available via <http://www.endeavour.edu.au/policies-and-procedures/>

## PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Student Number Click here to enter text. | | Date of Birth Click here to enter text. |
| Visa Type Click here to enter text. | |  |
| Title Choose an item. | Given Name Click here to enter text. | |
| Family Name Click here to enter text. | | |
| Email Click here to enter text. | | Phone Number Click here to enter text. |

## COURSE DETAILS

|  |  |
| --- | --- |
| Course Click here to enter text. | Campus Click here to enter text. |
| Current Expected - Course Completion Date Click here to enter a date. | |
| CoE Expiry Date Click here to enter a date. | |

**DEFINED TERMS**

**CoE is a Confirmation of Enrolment –** Provided by the College in conjunction with the Department of Immigration and Border Protection, for a Student Visa.

**Census Date** is a deadline for various College requirements. It is the last date to formally withdraw from a subject/unit of study to avoid incurring full tuition fees or VET FEE-HELP/FEE-HELP debts. Census dates are marked on the Student Calendar for each teaching period.

**Study Mode** is either online or on-campus.

**Teaching Period** is either a Semester, Trimester or online monthly intake (Jan-June / July-Dec for Higher Education; Jan-Apr / May-Aug / Sept-Dec for VET). Any swaps between study modes must be within the same teaching period

**Teaching periods** are written as S1, S2, T1, T2, T3 or the month of the online intake. **Example**: Semester 1 2015 = **S1 2015** or Trimester 1 2015 = **T1 2015**

**International Students studying on a Student Visa must enrol in a full time load (100%) in order to complete their course in the duration specified on their CoE.**

**Your application will not be approved if:**

* **Changes result in less than a full time load (100%).**
* **An academic review of your application and course structure determines swapping of subjects will affect course progression.**
* **Online subjects exceed 25% of your course in any study period.**

Please refer to the [Course Duration and Progress Policy International](http://www.endeavour.edu.au/docs/international-students/Course_Duration_and_Progress_Policy_International.pdf)

**ADD** – Subjects or Units of Study

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject or Unit of Study | | Teaching Period | | |
| CODE | Name | Semester/Trimester # | Class Day | Class Time |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**\*DROP** – Subjects or Units of Study

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject or Unit of Study | | Teaching Period | | |
| CODE | Name | Semester/Trimester # | Class Day | Class Time |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

\*DROP = Withdrawal from subjects/ units of study, this may result in financial and/or academic penalties.

* **Financial penalties** - Please refer to the [Fee Policy International](http://www.endeavour.edu.au/docs/international-students/Fee_Policy_International.pdf) and the [Refund Policy International](http://www.endeavour.edu.au/docs/international-students/Refund_Policy_International.pdf) for details regarding financial penalties as a fee’s are charged for withdrawing from a subject which is referred to as a *Cancellation Fee.*

|  |  |
| --- | --- |
| **Cancellation Fees – Based on** Refund Policy - International. | |
| **More** than 1 month prior to study period start date | No fees apply |
| **Within** 1 month prior to Semester start date | $200 per subject cancellation |
| **After** study period start date and prior to the  published census date (Week 4 of study period) | $300 per subject cancellation |
| **After** census date | Full subject fee/s payable  No refund  Fee/s not transferable |

* **Academic penalties** – Please refer to the [Deferring Suspending or Cancelling Enrolment Policy International](http://www.endeavour.edu.au/docs/international-students/Deferring_Suspending_or_Cancelling_Enrolment_Policy_International.pdf) for information regarding academic penalties may affect you.

**SWAP** – Subjects or Units of Study

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Subjects or Units of Study** | | | | | **Proposed NEW Subjects or Units of Study** | | | | |
| Subject or Unit of Study | | Teaching Period | | | Subject or Unit of Study | | Teaching Period | | |
| CODE | Name | Semester/Trimester # | Class Day | Class Time | CODE | Name | Semester/Trimester # | Class Day | Class Time |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**CHANGE** – Mode of Study

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Subjects or Units of Study** | | | | | **Current Mode** | **Swap to new Mode** |
| Subject or Unit of Study | | Teaching Period | | |
| CODE | Name | Semester/Trimester # | Class Day | Class Time |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Declaration**

**I hereby declare that:**

* The information provided on this form is correct and complete.
* The Fee Policy – International, Refund Policy – International and other relevant policies have been made available to me online and

**I have read, understood and accepted these as conditions of my enrolment.**

* I understand that it is my responsibility to ensure that I have met any prerequisites for my chosen subjects.
* I understand that I may be liable for cancellation fees and that I am responsible for paying all fees in full by census date (as per the Fees Policy - International).
* I understand that it is my responsibility to ensure that I have met any pre-requisites for my chosen subjects.
* I understand that I cannot complete selected subjects online including clinic subjects and some theory subjects.

Name Click here to enter text. Date Click here to enter a date.

Signature: Click here to enter eSignature. and or email from your email account to verify.

* Please submit completed form to [International.Students@endeavour.edu.au](mailto:International.Students@endeavour.edu.au) via email.

OFFICE USE ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Date 1st Received Click here to enter a date. | | Resubmission Click here to enter a date. | |
| **Application Review** | | | |
| * Do the proposed changes result in less than a full time load (100%)? | | Click here to enter text. | |
| * Has an academic review of application and course structure determined: swapping of subjects will affect course progression. | | Click here to enter text. | |
| * Do the online subjects exceed 25% of the course in any study period? | | Click here to enter text. | |
| Accepted Click here to enter a date. | | Rejected Click here to enter a date. | |
| Reason for rejection Click here to enter text. | | | |
| Student Notified | Filed | | Entered in Filemaker |
| Final - Approved  / Denied | Signature Click here to enter text. | | Date Click here to enter a date. |