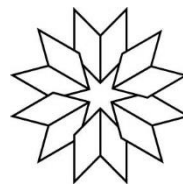


Course General Amendment Form



UNIVERSITY OF DIVINITY

Use this form to advise of: Leave or withdrawal from course; Change of College; Support variation; Financial variation; Other variations; Special circumstances; or Variations to fee payment methods. **Only complete the sections which have changed.** Please read Section I General Information before completing this form. Note: Course and unit transfers cannot be processed using this form. Please see your Coursework Coordinator.

Name		Student ID	
College		College ID (if applicable)	
Course			
Current course fee payment arrangement	<input type="checkbox"/>	Upfront	<input type="checkbox"/> FEE-HELP
Date you submitted your admission or most recent reenrolment form	(mm/yyyy)		

If you hold a student visa, any variation to course or unit enrolment may affect the status of your student visa. You are required to seek prior approval from the Department of Immigration and Border Patrol (DIBP) or its equivalent for certain course changes or before commencing a new course or changing courses. Your college will report any changes to DIBP.

Citizenship details (tick one box). Visa holders must attach a copy of their current visa if it has changed.			
<input type="checkbox"/>	Overseas student on a student visa	<input type="checkbox"/>	Holder of a temporary visa other than a student visa
<input type="checkbox"/>	Permanent humanitarian visa holder	<input type="checkbox"/>	Australian Permanent Visa holder
<input type="checkbox"/>	NZ citizen	<input type="checkbox"/>	Australian citizen
<input type="checkbox"/>	Other—please specify <i>(To be completed if you are living overseas, studying online and none of the listed categories are applicable)</i>		

A. Leave or withdrawal from course

<input type="checkbox"/>	Leave of absence from course <i>(One semester or one year)</i>	From	/	(Semester / year)
		Return	/	(Semester / year)
<input type="checkbox"/>	Defer commencement of study <i>(One semester or one year)</i>	From	/	(Semester / year)
		Return	/	(Semester / year)
<input type="checkbox"/>	Withdraw from course			

B. Change of College

<input type="checkbox"/>	Change of College	To	
Reason for change of College <i>(optional)</i>			
<input type="checkbox"/>	Special circumstances apply <i>(complete special circumstances section below)</i>		

C. Support variation

Have there been any additions or changes to your support requirements? (If not, proceed to Section F)								
Support issue	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mobility		
	<input type="checkbox"/>	Vision	<input type="checkbox"/>	Medical	<input type="checkbox"/>	Other: _____		
Would you like advice on support services, equipment and facilities which may assist you?					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Comments								

D. Financial variation

Have there been any changes to your payment method?		Unit code and name
<input type="checkbox"/>	From upfront to FEE-HELP for one or more units of study <i>Please attach the Request for FEE-HELP assistance form</i>	
<input type="checkbox"/>	From FEE-HELP to upfront fees for some but not all	
<input type="checkbox"/>	From FEE-HELP to upfront fees for all units of study <i>Attach written request to cancel FEE-HELP application</i>	
<input type="checkbox"/>	Other changes (please specify)	
<input type="checkbox"/>	Special circumstances apply <i>(Complete 'Special circumstances' section below)</i>	

E. Other variations

Other changes not listed above (including special leave)					
<i>List any other changes that may affect your study</i>					
Special circumstances					
<i>If special circumstances apply, indicate below and attach letter to the Coursework Coordinator with supporting evidence.</i>					
<input type="checkbox"/>	Illness	<input type="checkbox"/>	Injury	<input type="checkbox"/>	Bereavement
<input type="checkbox"/>	Upheaval/disaster	<input type="checkbox"/>	Traumatic experience	<input type="checkbox"/>	Other

F. Tuition fees (for changes detailed in Section D, Financial Variation)

<input type="checkbox"/>	FEE-HELP	
<input type="checkbox"/>	I am already on FEE-HELP for this course.	
<input type="checkbox"/>	I have enclosed a completed <i>Request for FEE-HELP assistance</i> form and citizenship documentation.	
<input type="checkbox"/>	Send me a <i>Request for FEE-HELP Assistance</i> form which I will complete and return to my College.	
<input type="checkbox"/>	Upfront payment	
<input type="checkbox"/>	Credit card authorisation	
	Please charge the following credit card	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
	Card number	_____ - _____ - _____ - _____
	Card expiry date	/ mm / yy CVC no. _____ <i>(last three digits on reverse of credit card)</i>
	Amount	\$ _____ Date to deduct from card _____ / _____ / _____
	Signature	_____
	Name on credit card	_____
<input type="checkbox"/>	SEMESTER 2 – I authorise payment with the nominated credit card for Semester 2. .	
	<i>Payment processed two (2) weeks prior to the start of the semester or soon after if a date is not specified</i>	
	Signature	_____ Date to deduct from card _____ / _____ / _____
<input type="checkbox"/>	BPAY payment	
	When units are entered into the University of Divinity database, your College Registrar will send a 'Statement of Fees' which provides the relevant biller code and a unique reference number	
<input type="checkbox"/>	A third party is paying for my tuition fees.	
<input type="checkbox"/>	I include with this application a sponsor statement, letter or other official confirmation from the third party accepting responsibility for payment of my fees.	
	Name of third party or organisation	_____
	Address of third party or organisation	_____
<input type="checkbox"/>	Cheque/money order enclosed	Amount \$ _____ <i>(payable to: University of Divinity)</i>

G. Privacy statement

Personal information provided by individuals is collected, used and stored by the University of Divinity in accordance with the provisions of the Commonwealth Privacy Act 1998 and the Australian Privacy Principles prescribed by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

H. Student declaration

All information given to support this change of enrolment is to the best of my knowledge correct and complete in every particular

Type name for electronic submission

Name/Signature

Date

/ / dd/mm/yyyy

I. General information

Course variation

Leave of absence is a maximum of one year with approval.

Enrolment verification

Students are encouraged to check their contact and enrolment details via [TAMS](#).

Submission

Complete, sign and send or email to your home College.

Your checklist

Student to complete

- For **leave of absence, deferral or withdrawal from course**, Section A is completed
- For changes of College, Section B is completed, along with a new Fee-Help form if applicable
- For financial variations, Sections D and F are completed.
- All students:** Please ensure that you have signed the declaration at Section H.

College checking and approval

Coursework Coordinator to complete

I have checked this student's reenrolment and proposed study program, and confirm that

- unit codes and unit names listed on the form are correct
- confirmation from 3rd party/sponsor accepting responsibility for payment of fees attached (if applicable)
- student name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method.

Name

Signature

Date

/ /

College Office Administration

- Approved
- Documentation received (if required)
- Student contacted (if required)
- Staff advised
- Refund / re-credit applies
- End Dates changed
- Entered in TAMS
- Register updated (disability support requirements – if applicable)
- UD advised:
 - change of name (please send all paperwork to OVC, including evidence)
 - financial variation (please send all paperwork to OVC)
 - special circumstances (please send all paperwork to OVC)

Name

Signature

Date

/ /