

Return to Study Application Form

Important Information

This form applies to all students who seek to either commence their studies after deferring their enrolment or resume their studies after a leave of absence. It should be read in conjunction with the following policies:

- Deferral, Suspension and Cancellation of Enrolment Policy
- International Student Transfer Policy
- Tuition Fee Refund Policy
- Grievance & Appeals Policy

Grounds for Approval

Collarts will grant approval for your return/commencement of study where it is possible. Unfortunately, not all units run every trimester.

As such, you may not be able to undertake a full-time study load on your return. For students wishing to study full-time, Collarts will make every effort to enrol you in as many units as possible. This may involve taking some units out of sequence. However, where units have pre-requisites, students will not be eligible to enrol in these units until the pre-requisite course has been completed.

International students should be aware that changes to their enrolment might affect their student visa. Collarts must report any changes to the enrolment as recorded in an international students Confirmation of Enrolment (CoE) to the Department of Home Affairs via PRISMS in accordance with the National Code 2018.

The Application Process

Students wishing to return/commence their studies at Collarts are asked to complete this Return to Study Form prior to the commencement of the trimester in which they wish to return.

Collarts will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

If successful in their application, Collarts will activate the student's enrolment and will enrol them in their units for the trimester. A confirmation of enrolment will be sent to the student.

Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office.

By email: support@collarts.edu.au

Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the Collarts *Deferral, Suspension or Cancellation of Enrolment Policy* and advise you of the outcome in writing within ten (10) working days.

If the application is approved, the student will receive *Confirmation of Enrolment Letter*.


If the application is denied, the student will be issued a written notification advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college Grievance & Appeals Policy.

The application, assessment decision and outcomes will be saved to the student file for record.

Privacy Statement

Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT received by Collarts for assessment

Collarts 	Date:
	Name:
Student Number:	

Please retain this cover sheet for your records.

Return to Study Application Form

PERSONAL DETAILS

First Name: _____ Last Name: _____

Student ID Number: _____ Contact Phone Number: _____

Program: _____

ENROLMENT DETAILS

- Domestic Student (FEE-HELP)
- Domestic Student (UPFRONT PAYMENT)
- International Student

Please select your study mode:

<input type="radio"/> Full-Time	<input type="radio"/> Online
<input type="radio"/> Part-Time	<input type="radio"/> Blended
	<input type="radio"/> On-Campus

DECLARATION

- I understand not all units run every trimester and, as such, I may not be able to undertake a full-time load on my return. I understand Collarts will make every effort to enroll me in as many units as possible which may involve taking some units out of sequence. However, where units have pre-requisites, I will not be eligible to enrol in these units until the pre-requisite course has been completed.
- I understand that the Head of School for my program may initiate an Intervention Strategy or set a structure of units for my return to study and that should this be the case, I follow the recommendations as set out.
- I understand that if I wish to vary or cancel my enrolment I must submit an Enrolment Variation Form or Application to Withdraw and Cancel Enrolment Form to Student Services as soon as practical but before Census Date to avoid any academic or monetary penalty. Submission after Census Date may mean that I remain liable for the fees incurred and my results will show a grade of 'Withdrawn with Penalty'.
- (International Students only) I understand changes to my enrolment may have implications for my student visa and it is my responsibility to check the implications of any changes on my student visa with the Department of Home Affairs prior to submitting this form.
- I declare that the information provided by me is true and correct. I have read and understood the information contained on this form

Student Signature: _____ Date: _____

Program Leader Signature: _____ Date: _____

OFFICE USE ONLY

Staff Name:	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		