

# Application for Confirmation of Enrolment (CoE) – for current students only



This form is for current ACU students who have arrived in Australia on a visa and wish to apply for a new CoE for student visa purposes. Please return the completed and signed CoE application form to your international student adviser.

## SECTION A – Personal Details – To be completed by student

Student ID:		Date of birth:	dd / mm / yyyy
Given name(s):			
Family name:		Passport no:	
Daytime/mobile number:			
Current course name:			
Reason for CoE extension:			
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<hr/>			
<hr/>			

When does your current student visa expire?\* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

What is the end date of your current CoE? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*\*Please note that Department of Home Affairs do not normally accept subsequent student visa applications until three months before the current visa expiry date.*

Please indicate where you will be submitting your application: Country name: \_\_\_\_\_

## SECTION B – Request for Deferral of Offer Main Course – To be completed by students with additional offer at ACU

Do you currently have an offer for another course at ACU?

<input type="checkbox"/> <b>No</b> → Go directly to Section C.	<input type="checkbox"/> <b>Yes</b> → You may also need to defer your future course. <i>To defer your offer, please tick the check box below. Deferring your offer may have an effect on your tuition fee rate and expected completion date. For more information please contact your International Student Adviser.</i>
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☐ I would like to request a deferral of offer for the (insert course name): \_\_\_\_\_  
to Semester \_\_\_\_\_ Year \_\_\_\_\_

## SECTION C – Student declaration

- I understand that my CoE extension application will only be approved if:
  - i. I have compassionate or compelling circumstances, or
  - ii. I am on an approved intervention plan, or
  - iii. I am returning from an approved deferment or suspension of study.
- I understand that I must be enrolled in a full-time load of 40 credit points in each semester unless otherwise permitted.
- I understand that if I have exceeded the minimum duration of my program, my tuition fees rate may be increased.
- I understand that if I am a pathway diploma or Tertiary Preparation Program student with a packaged offer and CoE for a bachelor degree, the bachelor offer and CoE will be deferred and emailed to my ACU student email account.
- I understand that it is my responsibility to ensure any placement dates are finalised before I apply for a new CoE/Student Visa
- I understand that it will take minimum ten working days to process my application once a completed application is received by ACU International. The outcome will be sent to my ACU student email.

Student signature		Date	dd / mm / yyyy
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*\*For electronic submission, you must type your full name in the above student signature box. Typing your full name is considered as your formal signature on the Student declaration.*

**SECTION D – Details of outstanding course requirements – To be completed by course coordinator/advisor**

*Student visa conditions as set by the Department of Home Affairs and the Department of Education and Training require students to complete their course within the minimum duration. Students are required to enrol in a full time load in each semester (unless it is their last semester of study or a reduced study load has been approved). CoE extensions can only be approved by ACU International in limited circumstances. The information below is necessary for ACU International to determine the length of the program and the student's financial liability on the CoE for student visa purposes. Please contact your local international student adviser if you require additional information.*

**How many credit points and units does this student have left to complete his/her program?** \_\_\_\_\_ credit points \_\_\_\_\_ units

**Expected program completion date based on the study plan below:** End of semester \_\_\_\_\_ Year \_\_\_\_\_

or date\* dd / mm / yyyy

*\*Please provide exact date if the student will complete outside of standard semester dates (eg clinical placement).*

Semester		Semester		Semester	
Unit codes:		Unit codes:		Unit codes:	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Name of course coordinator/ course advisor:</b>		<b>Date</b>	dd / mm / yyyy
<b>Course coordinator/ course adviser signature:</b>			

**SECTION E – Office use only – to be completed by the International Student Adviser**

**Does this student have compassionate or compelling grounds for seeking CoE extension?** ☐ Yes ☐ No

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

**Has the CoE extension been approved?** ☐ Yes ☐ No

**If no, please comment on the reason for declining:** \_\_\_\_\_  
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☐ **Deferral request:** form to be forwarded to the international admissions team for processing.

<b>ISA signature</b>		<b>Date</b>	dd / mm / yyyy
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**CoE details**

Proposed course start date:		Proposed course end date:	
New yearly fee amount:		Total tuition fee:	
Amount per unit (per 10 credit points):		Initial pre-paid tuition fee:	

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

**Please return the completed and signed CoE application form to your international student adviser:**

ACT	NSW	VIC	QLD
intadviser.act@acu.edu.au	intadviser.nsw@acu.edu.au	Melbourne: intadviser.mel@acu.edu.au Ballarat: intadviser.bal@acu.edu.au	intadviser.qld@acu.edu.au