



Southland College
...serving the needs of Christian education

STUDENT NAME: _____

Course: _____ Semester/Term: _____ YEAR: _____

Email: _____

ENROLMENT VARIATION FORM

Please tick all that apply:

- Upfront Studying in Australia on Overseas Student visa FULL WITHDRAWAL
 FEE-HELP Studying outside Australia

TICK ONE BOX BELOW: Timing of Withdrawal

<input type="checkbox"/> Before Administration Date - Full refund of tuition fee - Adding/Substituting units permitted free of charge - Tuition materials must be returned to the college	<input type="checkbox"/> Between Administration & Census date - Full refund of tuition fee OR FEE-HELP loan adjusted - Variation fee (CANNOT be put on FEE-HELP) <ul style="list-style-type: none"> o Withdrawal = \$300 per unit o OR Add/Substitution = \$100 per change - Tuition materials must be returned to the college	<input type="checkbox"/> Between Census & Withdrawal Date - No refund/FEEHELP adjustment - Adding new units not permitted - Receive "W" grade for unit	<input type="checkbox"/> After Withdrawal Date - No refund/FEEHELP adjustment - Adding new units not permitted - Receive "FW" grade for unit
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Subjects DROPPED:

Subject CODE	Subject NAME	Lecturer's Initials	Tuition materials returned (if withdrawing before Census date)
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Subjects ADDED:
(before Census date only)

Subject CODE	Subject NAME	Lecturer's Initials	Tuition materials received
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Reason for Variation:

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STUDENT SIGNATURE: _____ Date: _____

Approved by Principal: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> BEFORE ADMINISTRATION DATE <input type="checkbox"/> Update modules <input type="checkbox"/> Update fees <input type="checkbox"/> Tuition materials	Date received at office: Initial: <input type="checkbox"/> Issue new COE <input type="checkbox"/> Notify Southland Registrar <input type="checkbox"/> Full WD - Archive ATO FEEHELP form
<input type="checkbox"/> BETWEEN ADMINISTRATION & CENSUS DATE <input type="checkbox"/> Update modules <input type="checkbox"/> Update fees <input type="checkbox"/> Tuition materials <input type="checkbox"/> Issue new COE <input type="checkbox"/> Notify Southland Registrar	<input type="checkbox"/> Issue Admin fee Invoice <input type="checkbox"/> Full WD - Archive ATO FEEHELP form Withdrawal (\$300 X ___ subject/s = \$ _____) Variation (\$100 X ___ subject/s = \$ _____) } Total \$ _____
<input type="checkbox"/> AFTER CENSUS DATE <input type="checkbox"/> Enter W/FW Result <input type="checkbox"/> Notify Southland Registrar	<input type="checkbox"/> Confirmation to Student
Signature of Academic Registrar: _____ Date: _____	
Now File <input type="checkbox"/>	