

Higher Education Enrolment Variation Form

Please write in CAPITAL LETTERS

Section A: Personal Details

AAPoly Student ID	
First Name	
Family Name	
Mobile Number	
Email Address	
Program Name	

Section B: Enrolment Variation Definition

Reduced Study Load

AAPoly can only approve a reduced study load in special circumstances that are deemed to be beyond the student's control. Some of the examples of reasons for reduced study load are as follows.

Reason	Examples but not limited to	Evidence
COMPASSIONATE AND COMPELLING	Serious illness or injury (diagnosed)	Detailed medical certificate outlining severity of illness, expected duration, plan for recovery and impact on studies
	Bereavement of an immediate family member (parent, spouse, sibling, child)	Death Certificate
	Involvement in a traumatic experience (being a victim of crime, or witnessed a serious incident)	Police report
	Political upheaval or natural disaster in home country requiring emergency travel	Notification from the Department of Foreign Affairs and Airline ticket

*All documents must be originals, or certified copies and in English. Documents issued in a foreign language must be translated by a registered translator or interpreter.

Overloading Study Load

AAPoly may allow a student to enrol in more than four (4) subjects in one academic semester, generally in the final academic semester of the course. This option is normally limited to students who have previously been granted a reduced study load and successfully passed all of their subjects throughout the program and attained a credit average or higher.

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Section C: Enrolment Variation details and Study Plan (Please fill out the applicable table below)

Reduced Study Load			
Reduce Subject(s) from current semester			
Semester	Subject Code	Subject Title	Class Session

Future study plan to cover subjects in reduced study load

Overloading Study Load			
Add Subject(s) in the current semester			
Semester	Subject Code	Subject Code and Title	Class Session

Section D: Reasons for Enrolment Variations (Please state clearly)

Section E: Student Declaration

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that I am bound by the policies of AAPoly and I agree to pay all fees charged directly to me arising from this enrolment. I understand that if the reduced study load application is approved I agree to complete supplementary subjects as detailed in the amended study plan. I acknowledge that AAPoly may correspond with me via official student email account issued to me during my enrolment.

I authorise AAPoly to amend my enrolment, effective from the date this form is lodged. I understand that changes to my enrolment may affect my student visa and that AAPoly may notify the Department of Home Affairs if my study load is reduced.

Student Signature:

Date:

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Section F: Enrolment Variation Approval / Decline (office use only)

OFFICE USE ONLY (Academic Head)		
Associate Dean (Education)	Signature:	Date: / /
Reason for Approval/Decline:		

OFFICE USE ONLY (Student Services)		
Application Outcome:	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
Received date	Date of Approval / Decline	Paradigm update date
/ /	/ /	/ /
<input type="checkbox"/> LMS Updated	<input type="checkbox"/> Study Plan Updated	<input type="checkbox"/> Paradigm Updated <input type="checkbox"/> Supporting Evidence Attached
Authorised Officer Name:	Signature:	Date: / /