

Variation of Enrolment

Variation of Enrolment should be completed by the census date for the term of study you are enrolled in

If variation of enrolment is made after re-enrolment date a penalty fee will apply. (See Academic Calendar)
 Read the important information on page 2 before completing this form. Complete this form in block letters using black ink. Mark appropriate boxes with a cross (X).

1. Personal Details

HSA Student ID:

Family Name:

Given Names:

Daytime Contact No: Email:

Course of Enrolment (e.g. Diploma of Nursing)

2. Unit of Competency Variation (please do not use this form to vary units across multiple terms of study)

Term	Year	Unit of Competency	Code	Day	Time	Campus	Add/Drop	Payment (Fee help/Upfront)

3. Declaration and Signature

I have read the instructions on this form, including the important section on page 2 of this form, and request changes to my enrolment as indicated on this form. I have met or expect to meet all prerequisites for the units of competency in which I am requesting enrolment. I understand if I don't meet prerequisites for a specific unit of competency, my enrolment in that unit may be discontinued, which may impact my course progression and/or graduation. I am aware that the HSA Student Handbook is available online. I acknowledge that I have read and understand the policies and procedures set in the student handbook and I agree to be bound and abide by the policies, procedures and terms set in out in the Student Handbook, as amended from time to time. I acknowledge and agree that the acceptance of my application by HSA is conditional upon my agreement to be bound by the policies and procedures and terms set in the Student Handbook, as amended from time to time. I wish to apply for a refund of upfront payment or remission of VET Fee-Help debt for any units of competency in the term indicated on this form, and I understand that a refund is only permitted before the census date, unless special circumstances apply. I declare that the information I have given on this application is correct, and hereby ask for the above changes to be made to my unit of competency enrolment.

Student Signature: SIGN HERE

Date:

Date Received:

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the College's policies.

Processing Officer: SIGN HERE

Date:

Date Received:

IMPORTANT INFORMATION
FOR STUDENTS APPLYING FOR VARIATION OF ENROLMENT

Forms submitted after the re-enrolment date,
but before the census date will incur a \$50 penalty fee.

USE OF THIS FORM

This form is to be used by all students who wish to **VARY THEIR ENROLMENT** i.e., **drop or add one or more units of competency**.

If you wish to defer to withdraw from a course, please use the Withdrawal form Study form or Deferral of Study form available on the HSA website: www.healthskills.com.au

If you wish to be considered for exemption from the penalty fee, you must also submit an application for Special Circumstances, with relevant supporting documentation, available on the HSA website.

VARIATION OF ENROLMENT BEFORE THE CENSUS DATE

DROPPING A UNIT OF COMPETENCY

Students MAY DROP ONE OR MORE UNITS OF COMPETENCY BEFORE THE CENSUS DATE WITHOUT ACADEMIC PENALTY. Please check with a Senior Staff member the implications of changing your enrolment if the unit of competency is a pre-requisite for Clinical Placement or another unit of competency. Students who have paid using VET FEE-HELP will not incur a VET FEE-HELP debt for the units of competency in which they were enrolled. Students who have paid upfront will have their fees refunded as per the Refund Policy.

ADDING A UNIT OF COMPETENCY

Students may add units of competency up until midnight (AEST) on the final working day (Friday) of Week 1 of term. Adding units of competency will result in the relevant tuition fees being charged. Adding units after Week 1 is not permitted under any circumstances. .

PENALTY FEES FOR VARIATION OF ENROLMENT MADE AFTER THE RE-ENROLMENT DATE, BUT BEFORE CENSUS DATE

There is a \$50.00 penalty for Variation to Enrolment for varying your enrolment after the re-enrolment date but before Census date.

REFUND OF FEES

Students should refer to the Refund Policy on the HSA website www.healthskills.com.au

STUDENT RESPONSIBILITIES

It is a student's responsibility to ensure that they are correctly enrolled. Please check unit of competency pre-requisite and co-requisite requirements, course sequence and structure information. Full time students can only enrol in the maximum allowed units of competency per term. A student wishing to enrol in units other than those within the normal course structure must seek academic approval prior to lodging this form.

LODGING THIS FORM

This form may be lodged in person at any HSA campus or sent by mail, or email to:-

Blackburn Campus
184 Whitehorse Rd,
Blackburn
VIC 3130

Ph: 1300 306 886
Em: HSAAdministration@navitas.com

Brisbane Campus
Ground Floor, East Tower,
410 Ann Street
Brisbane
QLD 4000

Ph: 1300 306 886
Em: HSAAdministration@navitas.com

Melbourne Campus
Level 3,
206 Bourke Street
Melbourne
VIC 3000

Ph: 1300 306 886
Em: HSAAdministration@navitas.com