

ENROLMENT CHANGE

WITHDRAWAL, DEFERRAL AND SUSPENSION (E-01)



Please complete all the required fields in the form and send it to admissions@sea-english.edu.au.

Student Details

FAMILY NAME
GIVEN NAME(S)
DATE OF BIRTH / /
STUDENT ID

Current Enrolment Details

COURSE ENROLLED
START DATE

Type of Change Requested

- ☐ **A. Deferral / Change Start Date**
☐ **B. Suspension / Withdrawal**
☐ **C. Shorten**
☐ **D. Leave**

Please **ONLY** fill in the relevant section (A, B, C or D).

\$50.00 Change of Enrolment Fee
will be applied starting from the
second request.

A. Deferral / Change Start Date

ORIGINAL START DATE
NEW START DATE
REASON(S)

B. Suspension / Withdrawal

SUSPENSION /
WITHDRAWAL DATE
REASON(S)

C. Shorten

ORIGINAL START DATE
ORIGINAL END DATE
NEW END DATE
REASON(S)

D. Leave

LEAVE START DATE
LEAVE END DATE
REASON(S)

CoE and Payments

COE UPDATES NEEDED? ☐ YES ☐ NO ☐ N/A
REFUND NEEDED? ☐ YES ☐ NO ☐ N/A
ADDITIONAL PAYMENT NEEDED? ☐ YES ☐ NO ☐ N/A
SUPPORTING DOCUMENTS
ATTACHED? ☐ YES ☐ NO ☐ N/A

Declaration

I hereby request a change to my enrolment at SEA English Academy. I acknowledge and understand the following:

1. This request is subject to approval by SEA English Academy and is not guaranteed.
2. A \$50.00 Change of Enrolment Fee will be applied starting from the second request.
3. I have completed all required fields accurately and provided any supporting documentation as necessary.
4. Any changes to my enrolment may impact my course progress, schedule, and fees.
5. I accept full responsibility for understanding the implications of this change on my visa status (if applicable).

By signing below, I confirm that all information provided is true and correct to the best of my knowledge.

STUDENT NAME
SIGNATURE
DATE / /