



Enrolment Variation Form

ENROLMENT VARIATION

This form should be used when applying for leave of absence, when withdrawing or deferring from a unit/course or when changing a unit of study after enrolment has been completed but before the census date cut off. Please attach any documentary evidence if required (ie doctor's certificate). Refer to the Enrolment Policy and Student Fee Policy before submitting an Enrolment Variation. Students are encouraged to discuss any issues and options with the Framework Coordinator as early as possible.

STUDENT DETAILS

Title	Surname
Given Names	Student ID
Course	<input type="checkbox"/> Applied Mental Health Studies <input type="checkbox"/> Psychiatric Medicine

LEAVE OF ABSENCE I wish to apply for leave of absence for the following period for the reasons stated below:

From	To
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WITHDRAW UNITS I wish to withdraw from the following unit/s for the reasons stated below:

Year	Semester	Unit Code	Unit Name

CHANGE ENROLLED UNITS I wish to change my enrolment to the following unit/s for the reasons stated below

Year	Semester	Unit Code	Unit Name

REASON FOR ENROLMENT VARIATION (please attach any documentary evidence)

SIGNATURE

Signature	Date
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OFFICE USE ONLY

Leave of Absence Request	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Withdraw or Enrolment Change Request	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Withdraw WITHOUT Academic Penalty <input type="checkbox"/> Withdraw WITH Academic Penalty
Director Education & Training Signature	Date
Processed by ESO – sign and date	Date Student Notified by Email

Save this form in your name and send together with supporting documentation to:
 Email: applications@heti.edu.au Fax: 02 9840 3838
 Post: HETI Higher Education, Locked Bag 7118, Parramatta BC NSW 2124