

PART A: STUDENT DETAILS

Family Name		Student Number	
Given Name			
Course Name			
Course Code		Primary Number	
Current CoE End Date		Visa Expiry Date	

PART B: DETAILS OF REQUEST TO CHANGE DURATION OF ELECTRONIC CONFIRMATION OF ENROLMENT (ECOE)

New Expected Course End Date

Reason for changing eCOE end date (please tick and provide supporting evidence):

Serious illness or injury (attach medical certificate)

Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)

Reduced study load/overload changes course duration

Unusual course structure (supporting statement required from school on the reverse of this form)

Other (please specify): _____

PART C: STUDENT AGREEMENT

The information provided by me is true and correct

I have read and understand the information overleaf

I have obtained faculty/school approval for my application

I have attached supporting documents as required by the form

Student Signature Date

PART D: INFORMATION FOR STUDENTS

Once The English Language School in Sydney (EL SIS) has received all required information, you should allow seven working days for processing of an application. If you require an eCOE extension, you should apply at least six weeks before your visa expires.

How to complete and submit this form:

1. Complete the form as follows:

- Complete Part A and Part B to request extension to Confirmation of Enrolment, and
- Complete Part C: Student Agreement section

2. Obtain approval from your faculty/school (usually your program manager, course coordinator or supervisor)

3. Attach supporting documentation to the form, as required by Part B and C. For example:

- A doctors certificate to support illness or injury
- A copy of a study plan from your faculty/school, where you have been identified as at risk of making unsatisfactory progress
- A copy of your up-to-date overseas health cover card. If you a scholarship student you must also attach a Financial Guarantee from your sponsor.

4. Submit the form to The English Language School in Sydney (see address details below)

Other important information you need to know:

- The English Language School in Sydney (EL SIS) can only approve a request for an eCOE extension, in limited circumstances.
- If you need to renew your student visa, you should apply to the Department of Immigration and Border Protection (DIBP). Call DIBP on 131 881 for advice. You cannot apply for a visa renewal without a valid Confirmation of Enrolment. It is important that you apply for an eCOE extension at least six weeks before your visa expires.

College use

To be completed by relevant faculty/school staff (e.g. program manager/course coordinator). Please note as required by the National Code 2007, international students must be in a position to complete their studies within the expected course duration. Email studentservices@elsis.edu.au for further details.

Application approved? YES NO Supporting Statement: _____

EL SIS use Only

This section must be authorised by a ELSIS Student Services Officer. Place copy of this form in the student file

Has the Leave of Absence been approved? YES NO N/A If yes, from _____ to _____

Student Signature _____ Date _____/_____/_____

The English Language School in Sydney is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training, the Department of Immigration and Border Protection pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that The English Language School in Sydney holds about you.

Postal Address	Street Address	Email
The English Language School in Sydney Level 1, 160 Sussex St, Sydney Sydney 2000 NSW Australia	The English Language School in Sydney Level 1, 160 Sussex St, Sydney Sydney 2000 NSW Australia	studentservices@elsis.com.au