

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	
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PART D: INFORMATION FOR STUDENTS

Once the English Language School in Sydney has received all required information, you should allow seven working days for the application to be processed. If you require an eCoE extension, you should apply at least 6 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. Attach supporting documentation to the form, as requested in Part B and C. For example:**
 - A doctor's certificate to support illness or injury;
 - A copy of a study plan from your College, where you have been identified as at risk of making unsatisfactory progress;
 - A copy of your up-to-date overseas health cover card
- 3. Submit the form to ELSIS Student Services (see address details on the next page).**
- 4. Student Services will assess your Application and issue an Outcome Letter**

Other important information you need to know

- The English Language School in Sydney can only approve a request for an eCoE extension, under limited circumstances.
- If you need to review your student visa, you should apply to the Department of Home Affairs (DHA). Call DHA 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 6 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 2018 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 an ELSIS Student Services Officer. Place copy of this form into the student's file.

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

Student Signature	Date
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Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Postal Address	Street Address	Email
EL SIS English Language Schools Level 1, 160 Sussex St, Sydney 2000 NSW Australia	EL SIS English Language Schools Level 1, 160 Sussex St, Sydney 2000 NSW Australia	studentservices@elsis.com.au