International Students Add, Drop, Swap Form

**1. Personal Details**
- **Title:** [ ] Mr  [ ] Mrs  [ ] Ms  [ ] Miss  [ ] Dr  [ ] Other
- **Gender:** [ ] Male  [ ] Female
- **First Name:**
- **Family Name:**
- **Date of Birth:** (DD/MM/YY)
- **Address:**
- **Postcode:**
- **Phone:**

**2. Visa Type**
- [ ] Student visa
- [ ] Temporary visa other than a student visa

**3. Enrolment Details**
- **Student Number:**
- **Course Title:**
- **Campus:**
- **Expected Course Completion Date:**

**4. Add Subject/Unit of Study**

<table>
<thead>
<tr>
<th>Subject/Unit of Study Code</th>
<th>Subject/Unit of Study Name</th>
<th>Teaching Period (e.g., Semester 1 2013)</th>
<th>Class day and time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5. Drop (Withdrawal) Subject/Unit of Study**

Withdrawal from subjects/ units of study may result in the application of financial and/or academic penalties. Please refer to the Refund Policy – International for details regarding financial penalties and refer to the Deferring, Suspending or Cancelling Enrolment Policy – International for information regarding academic penalties.

<table>
<thead>
<tr>
<th>Subject/Unit of Study Code</th>
<th>Subject/Unit of Study Name</th>
<th>Teaching Period (e.g., Semester 1 2013)</th>
<th>Class day and time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 6. Change Mode of Study

Note: International students studying on a student visa may only study 25% of their course online and must not study exclusively online in any one semester/trimester. Any change in mode of study must be reviewed by the international Student Liaison Officer at each campus before application to change mode of study will be approved.

<table>
<thead>
<tr>
<th>Subject/Unit of Study Code</th>
<th>Subject/Unit of Study Name</th>
<th>Currently Enrolled Mode of Study and Teaching Period</th>
<th>Swap to Mode of Study and Teaching Period</th>
<th>Swap to Class/day/time (if changing to an on campus mode of study)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 7. Swap Subjects

Note: Only international students studying on a temporary visa other than a student visa may apply to swap subjects.

<table>
<thead>
<tr>
<th>Current Subject/Unit of Study</th>
<th>New Subject/Unit of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Code</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Class Day/Time</td>
<td>Class Day/Time</td>
</tr>
<tr>
<td>Teaching Period</td>
<td>Teaching Period</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Policies and Procedures

All relevant policies and procedures can be found at endeavour.edu.au/policies-and-procedures.

9. Payment Options

International students studying on a student visa MUST pay all tuition by electronic bank transfer into the account listed below.

Bank Name: Westpac
Branch Name: Queen Street, Brisbane
Branch Number (BSB): 034001
Account Name: Australian College of Natural Medicine P/L International Students Account
Account Number: 165590

The swift code to be used for any international payment is WPACAU2S. If requested, the IBAN number is 034002376066. (Please include full name with electronic transfer so that we may trace payment immediately). Payment is to be made in Australian Dollars.

International students studying on a visa other than a student visa may pay tuition fees in the following ways. Please select your payment method:

☐ Cash ☐ Cheque/Money Order ☐ Credit Card ☐ Bank Transfer

If you selected Credit Card option fill out the section below:

Credit Card type:
☐ Visa ☐ Mastercard ☐ My cheque is enclosed

Cardholder's Name: ____________________________
Signature: ____________________________

Credit Card Number: ____________________________
Expiry Date: _____ / _____

If you selected Bank Transfer option fill out the section below:

Name of Financial Institution: ____________________________
Branch Name: ____________________________
Address of Financial Institution: ____________________________
Branch Number (BSB): ____________________________
Account Number: ____________________________
Account Name: ____________________________

10. Privacy

The College may be required to provide personal information to designated authorities including the Australian Government as required by law. This may include, but is not limited to sharing information with the Department of Immigration and Citizenship (DIAC); Department of Education, Employment and Workplace Relations (DEEWR); Australian Council for Private Education and Training (ACPET); the Tuition Assurance Scheme and ESOS Assurance Fund Manager; state and national regulatory bodies including VETAB (NSW), DETA (QLD), VRQA (VIC), Board of Studies (NSW), TEGSA and ASQA.

Personal information about international students may be shared with College representatives/agents in order to provide overseas students with services. This information includes personal contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition.

11. Declaration

I hereby declare that:

The information provided on this form is correct and complete.

The Fee Policy – International, Refund Policy – International and other relevant policies have been made available to me online and I have read, understood and accepted these as conditions of my enrolment.

I understand that it is my responsibility to ensure that I have met any prerequisites for my chosen subjects.

Student Signature: ____________________________
Date: ____________________________

Office Use Only

If student is studying on a student visa
☐ Yes ☐ No

Student enrolled in full time course load

If ‘No’
☐ Credit has been applied for this semester/trimester
☐ Special circumstances application received
☐ Intervention strategy is in place

Form checked and approved by Campus International Student Adviser:

Name: ____________________________
Signature: ____________________________

Date Processed: ____________________________
Student Number: ____________________________
Receipt Number: ____________________________

Amount Paid $ ____________________________

☐ Cash ☐ Cheque ☐ Credit Card ☐ EFTPOS ☐ Account Credit

☐ Activity added in Finance