



Please complete Section A and submit via email: International@boxhill.edu.au

You must include with your CoE application ALL supporting documentation as listed in Section B.

A new CoE can only be issued in very limited circumstances. You must read this application form carefully and provide all required supporting documentation. You must not owe any outstanding tuition fees, maintain enrolment as per your Agreed Progression Plan (APP), and ensure your Overseas Student Health Cover (OSHC) is valid for the duration of your visa extension.

An updated CoE will be sent to your Box Hill Institute student email address within 7 working days, once all the required documentation has been received and the current semester's results have been released.

Please note: this form is for currently enrolled Box Hill Institute students who need a CoE to extend their student visa.

Read more information on student visas via the Department of Home Affairs website at:

<https://www.homeaffairs.gov.au/Trav/Stud/More>

Section A – Personal details as stated on passport

Student Number:

Family name Given name(s)

Address

Date of birth (dd/mm/yyyy) Mobile number

Box Hill Institute student email address

Country of birth Nationality

Current visa expiry date OSHC expiry date

Course

When do you expect to finish the course? (dd/mm/yyyy)

Fee Paying Status: Full-fee paying Sponsored student* US Financial Aid student†

*If you are a sponsored student you will need to provide a new Financial Guarantee Letter, which covers the extension period the CoE is being issued for.

†If you receive US Financial Aid you will need to contact Box Hill Institute International's Financial Aid Officer at: International@boxhill.edu.au to apply for additional funding before applying for a new CoE.

Where will you apply for your new Student Visa: Onshore Off Shore (which country will you apply from)

Please tick the one applicable to you.

Intervention strategy:

- Repeating failed subject(s) throughout the degree and was unable to repeat them in summer or winter semesters (attach Intervention Strategy including Agreed Progression Plan) completed by your Course Manager or nominee.
- The Institute doesn't offer prerequisite subjects to meet award requirements in CoE duration (attach email from your Course Manager)
- Reduced study load changes course duration approved by your Course Manager or nominee (attach email from your Course Manager).
- Shorter CoE duration following Advanced Standing being granted (attach copy of approved Advanced Standing Form from your Course Manager).
- Internal course transfer (attach Approved Course Transfer Form). You must be enrolled in the new course.

Approved Leave of Absence (LoA):

- Attach an Agreed Progression Plan (APP) and a copy of your approved LoA signed by your Course Manager or nominee.

Compassionate or compelling circumstances:

- Serious illness or bereavement of a close family member (attach supporting medical documentation stating that you were unable to attend classes (and/or study) (attach Agreed Progression Plan (APP)) or underload approved by your Course Manager or nominee).
- Traumatic experience (attached police report, doctor or counsellor certificate) (attach Agreed Progression Plan (APP)) and underload approved by your Course Manager or nominee).

Please note: compassionate/compelling circumstances do not exist where a student chooses to underload without prior approval.

Section C – Student declaration

Application forms without a signature will NOT be processed.

- I certify that the information supplied by me on all parts of this form are correct and true to the best of my knowledge.
- I understand that any false statement or misleading information may result in the Institute notifying the Department of Home Affairs (DoHA) about my false claims and may lead to investigation of Student Misconduct as prescribed by the Institute's Student Conduct Management Policy 2017.

I understand there are a number of Australian Government legislative obligations I need to be aware of as an international student visa holder:

- I must be enrolled and ensure I complete my course of study within the durations specified on my CoE, which is usually a full-time enrolment load in each compulsory study period.
- Box Hill Institute will only be able to extend my CoE in limited circumstances as outlined in the *ESOS Act* and the National Code 2007.
- Receiving advanced standing will reduce the duration of my CoE.
- I must not study more than 33 per cent of my course by distance education/online and must be enrolled in at least one subject on campus in any compulsory study period. Breach of this legislation can result in cancellation of my enrolment.

For further information about the legislative framework for Education Services for Overseas Students please refer to:

<https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

Student signature _____

Date (dd/mm/yyyy)

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- All documents have been sighted and signed.

Section D – Documents and information required

For office use only.

Please use the checklist below to ensure you have all the relevant copies of supporting documents. Your new CoE will not be issued without these.

- Copy of passport, photo and information page with full details.*
- Copy of current visa page, or e-visa.*
- Copy of Overseas Student Health Cover (OHSC) card or receipt, showing cover for your new visa expiry date.*
- Sponsored students only – new Financial Guarantee letter from sponsor until the completion of your course.
- Agreed Progression Plan (APP) or Approved Underload Plan – completed by your Course Manager or nominee.
You are required to have a confirmed enrolment on the Institute student system which must reflect your Agreed Progression Plan (APP).
Please note: If you are transferring to another Box Hill Institute course, you do not need to provide an Agreed Progression Plan (APP) to Box Hill Institute
- Medical certificate or letter from your doctor or professional, if your reason for an extension is due to compassionate or compelling circumstances (e.g. health issues, medical condition).

*Required documentation

Staff signature _____

Date (dd/mm/yyyy)

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