

Form checked, scanned, entered by: ECC Staff

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request received: By student in person

By email

## APPLICATION FOR EXEMPTION

**OUTCOME/REPLY** : will be emailed as soon as possible, subject to the application being correct and complete Submit your application in person or by email: justask@ecc.edu.au

### MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
ECC Course:			
I am under 18 years of age:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	

### I MEET THESE REQUIREMENTS

By ticking these boxes below, I declare that I meet these requirements:

<input type="checkbox"/>	I attach <b>certified</b> copies of academic transcripts and/or qualifications with approved English language translation.
<input type="checkbox"/>	I attach <b>certified</b> copies of unit outlines describing detailed contents of learning outcomes, assessments, texts and other course materials. Such evidence must demonstrate equivalent academic rigour (quality, timeframe, depth of study and content) to the relevant ECC unit.
<input type="checkbox"/>	Proof of currency: Previous study and/or experience's date of completion is not older than three times the length of the course for which I am requesting an exemption (i.e. exemption for a unit in a one year diploma must have been completed no earlier than 3 years prior to date of application). I understand a shorter time limit may apply for courses where the state of knowledge changes more rapidly.
<input type="checkbox"/>	I have never failed the unit(s) for which I'm applying for an exemption, during my studies at ECC.

MY EXEMPTION REQUEST			MY EVIDENCE and ATTACHMENTS	
<input type="checkbox"/>	ECC unit name or code:	⇒	<input type="checkbox"/>	I attach a certified copy of the unit outline
<input type="checkbox"/>	ECC unit name or code:	⇒	<input type="checkbox"/>	Other institute's unit code:
<input type="checkbox"/>	ECC unit name or code:	⇒	<input type="checkbox"/>	I attach a certified copy of the unit outline
<input type="checkbox"/>	ECC unit name or code:	⇒	<input type="checkbox"/>	Other institute's unit code:
<input type="checkbox"/>	ECC unit name or code:	⇒	<input type="checkbox"/>	I attach a certified copy of the unit outline
<input type="checkbox"/>	ECC unit name or code:	⇒	<input type="checkbox"/>	Other institute's unit code:

MY RESPONSIBILITIES (applies to international students only)	
By ticking these boxes I declare that I understand my obligations.	
<input type="checkbox"/>	I realise that the outcome could affect my course duration, which may require a new CoE.
<input type="checkbox"/>	I might need to leave Australia, if there is a study gap between courses which is longer than the time allowed by the relevant Australian immigration authorities.
<input type="checkbox"/>	It is my responsibility to update the Department of Home Affairs ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> ), and check how long I can stay in Australia, from my last day of study.

MY RESPONSIBILITIES (applies to international and local students)	
By ticking these boxes I declare that I understand my obligations.	
<input type="checkbox"/>	If I do not provide suitable supporting evidence, my application might be deemed incomplete and will not be processed.
<input type="checkbox"/>	Applications for exemption applying to the current study period and submitted to ECC after Week 1 of the current study period, will be rejected.
<input type="checkbox"/>	I certify that the information submitted with this application is true and correct and I acknowledge that these documents remain the property of ECC.
<input type="checkbox"/>	Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.
<input type="checkbox"/>	I authorize ECC to check any statements submitted and I acknowledge that if these documents are found to be false or misleading, my enrolment may be cancelled.
<input type="checkbox"/>	I have read and understand the following policies ( <a href="http://www.edithcowancollege.edu.au/policies">www.edithcowancollege.edu.au/policies</a> ): <ul style="list-style-type: none"> <li>• Enrolment Policy</li> <li>• Refunds Policy</li> <li>• FEE-HELP Review Procedure (students on FEE-HELP only)</li> <li>• Tuition Fees and Charges Policy</li> <li>• Recognition of Prior Learning (RPL) Policy</li> </ul>

## MY RIGHTS

If my request is successful and affects my enrolment, I have the right to receive my relevant study reports on original ECC paper and my marks and grades for the current enrolment will be processed as per this table.

Withdrawal Summary			
ELICOS	Diploma	PQP	Enrolment Recorded
Before end of Week 1	Before end of Week 4		No
From Monday of Week 2	Week 5 to end of Week 10		Yes
	From Monday of Week 11		Yes
Grade on Transcript			
No			
W = Withdrawn			
N = Fail			

Please refer to ECC's Refunds Policy for financial penalties. [www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)

If my application is unsuccessful, I'm entitled to make an appointment with the Academic Director (or nominee) to discuss the process and rationale for the decision. If appropriate, the Academic Director (or nominee) may seek a re-assessment of my case or advise me of the Complains and Appeals Policy ([www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)).



### Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- Overseas Students Ombudsman publications: [www.ombudsman.gov.au/about/overseas-students/oso-publications#for\\_students](http://www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students)
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

### ECC contact details:

- ECC Student and Academic Services email: [justask@ecc.edu.au](mailto:justask@ecc.edu.au)
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	<b>Signature:</b>	
	<b>Date:</b>	DD / MM / YYYY

### ECC OFFICE USE ONLY

#### ECC Representative Declaration

I declare that all pertinent information has been provided to the student. This form and included supporting documents have been checked carefully and certified myself before being stamped, scanned and lodged.

Special comments for consideration:

<b>SAS Team member signature:</b>		<b>Date:</b>	/ /
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