

Application to Resume Study

Students considering resuming study after a period of deferment or cancellation of studies are required to submit an Application to Resume Study (**Application**). Once this Application has been processed applicants will need to arrange a time to meet with the relevant Program Coordinator / Academic Director / Head of Studies to discuss their Application.

Applicants need to note that:

1. There is no automatic right to resume study
2. Re-enrolment may be subject to specific conditions
3. Returning students must apply via this application form
4. Applications will be assessed based on previous records at Whitehouse Institute of Australia (Whitehouse Institute), and the capacity of the students chosen program to meet their needs
5. If an applicant has any questions or concerns about this application and the process, they should contact Student Administration

Applicants are to:

- Contact Student Administration for any information or queries they may have
- Applicants are to complete all relevant sections of this application CLEARLY and in full and must retain a copy of the application for their own records, as no documentation will be returned
- Submit completed form to Student Administration

Applicant Details

Given Name(s)		Family Name:			
Address:					
Suburb:		State:		Postcode:	
Email:		Mobile:			
Student No:		Campus:		<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne
<input type="checkbox"/> Bachelor of Design	<input type="checkbox"/> Master of Design	Specialisation	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> CD&S
<input type="checkbox"/> Domestic	<input type="checkbox"/> Overseas	Tuition	<input type="checkbox"/> FEE-HELP	<input type="checkbox"/> Upfront	
I deferred my study in:	Year:	Study Period:			
Due to:					

Resumption of Study:

I wish to resume my enrolment in full:

When do you wish to return? Year: Study period:

or

I wish to resume studying the following subjects:

Subject No: Subject Title: Study Period:

Subject No: Subject Title: Study Period:

Subject No: Subject Title: Study Period:

Subject No: Subject Title: Study Period:

Subject No: Subject Title: Study Period:

Student Signature:

Date:

Application to Resume Study

Student Administration Notes:

Office Use Only

Discussed with:	Date:			
Processed by:	Date:			
Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Authorised by:	Date:			
Method of Notice	<input type="checkbox"/> Emailed	<input type="checkbox"/> Mailed	<input type="checkbox"/> Phone	Date:
<input type="checkbox"/> Academic Director advised	<input type="checkbox"/> Enrolment updated	<input type="checkbox"/> Student file updated		

Applying to Resume Study:

Whitehouse Institute has strict entry requirements to enable it to identify students with a strong potential to succeed in their chosen course of study. Accordingly, successful applicants must satisfy the:

- Creative requirements of their course
- Academic requirements of their course
- Professional conduct and engagement requirements of their course

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures.

This procedure is governed by the:

- Assessment Policy
- Teaching and Learning Policy
- Student Progression and Exclusion Policy
- Whitehouse Code of Conduct