

Students considering resuming studies after an approved leave of absence (deferment in full) or returning after withdrawal (formal or informal) are required to submit this Application to Resume Studies at Whitehouse Institute of Design, Australia (Whitehouse). On receipt of application by student administration, applicants will be required to meet with the relevant Program Coordinator and or Student Administration to discuss returning to studies.

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

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

**Student Details** (complete all sections)

<b>Student No:</b>	<b>Given Name:</b>	<b>Family Name:</b>			
<b>Email:</b>				<b>Phone:</b>	
<b>Street Address:</b>					
<b>Suburb:</b>		<b>State:</b>		<b>Postcode:</b>	
<b>Course:</b>	<input type="checkbox"/> Master of Design	<input type="checkbox"/> Bachelor of Design in:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interior	<input type="checkbox"/> CD&S
<b>Type:</b>	<input type="checkbox"/> Domestic student	<input type="checkbox"/> International Student	<b>Fees:</b>	<input type="checkbox"/> FEE-HELP	<input type="checkbox"/> Upfront
<b>Campus:</b>	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne			

**Deferral/Cancellation Details** (complete all sections)

I deferred/withdrew from studies (insert year and last date of study):

<b>Advise reason for deferment/cancellation:</b>
--

**Resumption of Studies**

- I am applying to resume studies full time  I am applying to resume studies on a reduced study load

<b>What activities have you engaged in since you last studied at Whitehouse to support your return?</b>
---

**Documentation**

Do you have documentation that you would like to attach to support the application to resume studies?

- Mental Health plan  Medical Evaluation  Counsellor Letter of Support  Other:

**Applicants are to note that:**

- There is no automatic right to resume studies and approval may be subject to specific conditions.
- Returning students to complete this application form after reading the relevant policies listed on page 2 of this application on the Whitehouse website.
- Applications will be assessed based on previous academic and participation records at Whitehouse and the capacity of the students chosen program to meet their needs.
- Documentation maybe requested to support application to resume studies. This may include medical letter of support, medical or mental health management plan.
- Application should be received within 12 months but no later than 24 months of the last date of study.

**Declaration** - I declare that the information provided is true and correct

<b>Applicant Signature:</b>	<b>Dated:</b>
-----------------------------	---------------

Contact Student Administration at your campus for any enquires you may have, keep a copy of this application for your records. Completed Application to be submitted to Student Administration.

**WHITEHOUSE USE ONLY**

Date Received: \_\_\_\_\_

Discussed with: \_\_\_\_\_

Administration Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:

NO

YES

Approved return to studies date: \_\_\_\_\_

**Student Admin to:**

- Email outcome of Application to resume studies to Student and Teacher
- Attach copy of signed approval/non approval

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Admission Policy
- Student Progression and Exclusion Policy
- Withdrawal and Deferment Policy
- Whitehouse Code of Conduct

These and other polices government Whitehouse can be found: <https://whitehouse-design.edu.au/policies-procedures/>