

## NOTIFICATION: CHANGE TO CITIZENSHIP/RESIDENCY/FEE STATUS

**BECOMING AN AUSTRALIAN CITIZEN, PERMANENT RESIDENT, PERMANENT HUMANITARIAN VISA HOLDER OR NEW ZEALAND CITIZEN AND/OR A REQUEST FOR A COMMONWEALTH SUPPORTED PLACE**

### 1. PERSONAL AND PROGRAM DETAILS

|  |                |  |  |  |  |  |   |   |
|--|----------------|--|--|--|--|--|---|---|
| Griffith Identification Number<br><table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> |                |  |  |  |  |  | <b>Name:</b> (if change of name, state previous name):<br>Family name:<br>First name:<br>Other names:<br>Date of birth:    /    / | <b>Home telephone number:</b><br><br><b>Work/mobile telephone number:</b> |
|  |                |  |  |  |  |  |   |   |
| Program code:  | Program title: |  |  |  |  |  |   |   |

### 2. CITIZENSHIP OR RESIDENCY DETAILS

Please indicate the date your Citizenship or Residency Change was granted:    \_\_\_\_/\_\_\_\_/\_\_\_\_

Please tick **one** of the four boxes below to confirm your new Citizenship or Residency status. Please check carefully which supporting information must be supplied:

|  |   |   |
|--|---|---|
| 1. Australian Citizen <input type="checkbox"/>                     | } | Please supply a certified copy of your Citizenship Certificate or a certified copy of your Passport Details page as proof of either Australian or New Zealand citizenship.                              |
| 2. New Zealand Citizen <input type="checkbox"/>                    |   |   |
| 3. Australian Permanent Residency Status <input type="checkbox"/>  | } | Please supply a certified copy of your Passport Details page or a certified copy of your Notice of Visa as proof of either Australian Permanent Residency or an Australian Permanent Humanitarian Visa. |
| 4. Australian Permanent Humanitarian Visa <input type="checkbox"/> |   |   |

### 3. COMMONWEALTH SUPPORTED PLACE – ONLY FOR COMMONWEALTH SUPPORTED PROGRAMS

Request for Commonwealth Supported Place     (Tick if paperwork submitted previously)

### 4. STUDENT DECLARATION

Applicants **must** read the **Information Sheet** on the next page and sign below or this form will not be processed.

I have read and understood the guidelines outlined on this form. I have included supporting evidence with this form. I declare that the information I have provided on and with this form is true and correct. I understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.

**Signature:** \_\_\_\_\_ **Date:**    /    /

**It is a criminal offence to knowingly make a false or misleading statement or to otherwise knowingly supply false or misleading information in connection with a Change in Citizenship or Residency Status.**

#### OFFICE USE ONLY

|   |                               |
|---|-------------------------------|
| Proof of Citizenship/Residency sighted by: _____ Date / /   | Date received at<br><b>SC</b> |
| When did the Student become a Citizen/Permanent Resident?<br><small>(Before or after the next Census date? This determines when they will change to DFP or CSP)</small> |                               |
| <b>Admissions;</b> 1. When did the Student begin at Griffith?    2. Application is for:   |                               |
| 3. Rank, entry    4. Rank GU study    5. Email sent <input type="checkbox"/>  |                               |
| 4. CSP approved YES / NO    Assessed by: _____ Date / /<br><small>(Additional Assessment)</small>   |                               |
| Give paperwork back to Enrolment and Fees to update People Soft   |                               |
| <b>Finance processing complete</b> _____ Date / /   |                               |

**(RETURN TO GRIFFITH)**

**Consequences of Changing Citizenship/Residency Status**

When students change their Citizenship or Residency status, they may be eligible for a change in the rates of Tuition Fees charged for their current program of study, as per section 3.8 of the Fees and Charges Policy.

Once you have lodged the form, Student Administration will verify the authenticity of your evidence of change in citizenship/residency.

Student Administration will then assess whether there will be a change to your fee status.

Your fees will change only if your citizenship/residency status changed before the Census Date\* for the relevant trimester.

Your new fee rates will depend on the Admissions Policy for your program of study and the trimester. You may be offered a Domestic Fee-paying position or a Commonwealth Supported position. See [Programs and Courses](#) for applicable rates of charge.

Commonwealth Supported Places are only available for Undergraduate programs and for a small number of Graduate programs.

**You will be advised of the outcome via your student email address, once the admissions assessment is complete.**

[\*] Refer to the Academic Calendar [[www.griffith.edu.au/academic-calendar](http://www.griffith.edu.au/academic-calendar)] and the Programs and Courses catalogue [<https://www148.griffith.edu.au/programs-courses/>] for the Census Date of individual programs, or ask at your nearest Student Centre.

**Section 3.8 of the Fees and Charges Policy****3.8 Permanent Residency**

3.8.1 If a student provides evidence of becoming a permanent resident of Australia prior to their commencement of study in the program and they subsequently apply for a place as an Australian resident student either as a Commonwealth supported student or a fee-paying student through the normal processes the offer of an international student place will be withdrawn and all tuition fees will be refunded.

3.8.2 If, after commencing study in the program, a student obtains permanent resident status in Australia and provides evidence of permanent resident status prior to the census date, the student will be provided with a domestic fee-paying place. The student will be eligible for a refund of the difference between the fee as an international student and the fee for a domestic fee-paying student for the period of study in which the residency status changed.

3.8.3 If a student obtains permanent resident status but does not fulfil the conditions set out in section 3.8.2 by the census date, the student will not be eligible for a full or partial refund of tuition fees paid for the period of study in which the residency status changed. On continuing their enrolment in the next period of study, the student will be enrolled as an Australian resident student in a domestic fee-paying place.

3.8.4 A student who is enrolled as a domestic fee-paying student because of a change of residency status may apply for a Commonwealth supported place at the next admission period, provided that the student satisfies the conditions for transfer from a domestic fee-paying place to a Commonwealth supported place, as set out in the *Undergraduate Programs Admission Policy*.

3.8.5 The above processes also apply to an international student who becomes a New Zealand citizen during the course of their study.

**DOCUMENTARY EVIDENCE**

Failure to provide the required information will result in your application being rejected.

**STUDENT ADMINISTRATION POLICY AND THE FEES AND CHARGES POLICY**

The Student Administration Policy, Fees and Charges Policy and Undergraduate Admissions Policy are available at <https://policies.griffith.edu.au/>.

**ENQUIRIES**

To enquire about requesting withdrawal after the Census date, please contact a Student Centre:

Brisbane: (+61 7) 3735 7700 | Gold Coast: (+61 7) 5552 8811

**LODGING INSTRUCTIONS**

Application form and any documentary evidence must be lodged by mail or in person, to any campus Student Centre. [<https://www.griffith.edu.au/student-administration>].