



Application for Change of Attendance Status

Division of Research and Innovation

- This form applies if changing from Full-time to Half-time or from Half-time to Full-time.
- A research student may apply to change attendance status from half-time to full-time or vice versa throughout the duration of candidature - Scholarship holders are normally full-time only.
- The change must be endorsed by the student's principal supervisor or Postgraduate Coordinator.
- A change in attendance status will affect your RTP expiry date. If in doubt, please contact the [Adelaide Graduate Research School](#) for clarification.
- International students who are in Australia on a student visa are normally required to maintain a full-time enrolment. Please check with International Student Support regarding how your visa may be affected before submitting this form.

Scholarship Holders

- Under normal circumstances, students in receipt of a scholarship and are required to maintain a full-time enrolment.
- If you are in receipt of a scholarship funded by an external organisation, please check whether the conditions of your scholarship permit half-time study.
- Half-time awards are not considered to be exempt from taxation. However, they may fall under the taxation threshold, depending on the individual situation of the recipient.
- Half-time awards are only approved where an applicant is able to demonstrate heavy carer commitments or a medical condition that prevents them from undertaking full-time study. The follow supporting documentation is required:
 - For conversion to a half-time attendance status: a [Tax File Number Declaration form](#)
 - For caring responsibilities: birth certificates of children
 - For medical reasons: medical certificate(s) from the relevant medical practitioner(s)
- Half-time awards are not available to applicants seeking to undertake paid employment.
- If you do not have a Tax File Number you will need to apply for one. The Australian Tax office website provides instructions for applying if you are [currently in Australia](#) or if you are [currently outside Australia](#).

APPLICATION FOR CHANGE OF ATTENDANCE STATUS

Student Name	
Student ID	
School/Discipline	
Program	
E-mail address	
I am a scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
I am an international student	<input type="radio"/> Yes <input type="radio"/> No

I am currently: full-time half-time

I apply to change my attendance status to: full-time half-time

I apply to change my attendance status with effect from ____ / ____ / ____

If you are a scholarship holder please attach a separate sheet outlining reasons for your proposed change (details on acceptable circumstances for half-time attendance are available in the Conditions of Award).

Certification by Student

Student's name Sign here Date

Endorsement by Principal Supervisor / Postgraduate Coordinator

Principal Supervisor's/Postgraduate Coordinator's name Sign here Date

For Office Use Only	
Approved as specified above. New expiry date of your candidature is: _____ New expiry date of your RTP (HECS exemption) is: _____ New expiry date of your scholarship is: _____ Date: _____	Comment:

Further Information

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