

# ENROLMENT ADJUSTMENT FORM

## WITHDRAWALS & TRANSFERS

### 1 – Student Details

Family Name:		Given Names:	
Date of Birth:		Student ID:	
Postal Address:		Postcode:	
Suburb:		Phone:	
Campus:		Email:	
Course Name:		National Code:	

### 2 – Reason for enrolment adjustment application

<input type="checkbox"/> WITHDRAWAL or <input type="checkbox"/> TRANSFER (please tick one)		REASON FOR WITHDRAWAL	
I wish to withdraw from: Tick <input type="checkbox"/> for whole course (all units) or list units separately below:		<input type="checkbox"/>	Secured an Apprenticeship / Traineeship
Unit Code	Unit Title	<input type="checkbox"/>	Secured non course related employment
		<input type="checkbox"/>	Secured course related employment
		<input type="checkbox"/>	Transferred to another course
		<input type="checkbox"/>	Changing to another subject
		<input type="checkbox"/>	Changing to part time / online
		<input type="checkbox"/>	Transferred to another Training Provider
		<input type="checkbox"/>	University placement
		<input type="checkbox"/>	Course / subject did not meet expectations
		<input type="checkbox"/>	Lecturer quality / delivery
		<input type="checkbox"/>	Work commitments
		<input type="checkbox"/>	Family commitments
		<input type="checkbox"/>	Illness or Medical conditions (evidence required)
		<input type="checkbox"/>	Financial
		<input type="checkbox"/>	Location not convenient
		<input type="checkbox"/>	Moving or travelling
		<input type="checkbox"/>	Other (please specify)

### 3 – New enrolment details (if transferring to new units):

Unit Code	Unit Title	Enrolment Type Code	Student loan need to be attached? Y/N

Lecturer / Enrolling Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4 – Bank Details – for electronic funds transfer (if refund is applicable)

Refund due to student; or  Refund due to 3<sup>rd</sup> party (please tick one)

Account Holder's Name:							Bank:	
BSB Number:				-			Account Number:	
Student / Guardian Signature:							Admin staff Signature:	
Date: / /							Date: / /	

Please refer student to the enrolment terms and conditions for further details on conditions of refunds. **Reminder: Not all withdrawals are eligible for a refund.**

### 5 – Office Use only

Is student entitled to a refund	Yes	<input type="checkbox"/> No	REFUND AMOUNT: \$
I certify that this account is correct in respect of the requirements of Treasurer's Instruction 304 (5) (i) to (vii).			Incurring Officer: Date:

NOTE: Complete and attach this form to the **Withdrawals & Refunds – Special Circumstances** form only if student is seeking a refund based on Special Circumstances.