



ENROLMENT ADJUSTMENT FORM

WITHDRAWALS & TRANSFERS

1 – Student Details

Family Name (Surname):		First Given Name:	
		Second Given Name (Middle):	
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 3rd party (please tick one)

Account Holder's Name:		Bank:	
BSB Number:		Account Number:	
Student / Guardian Signature:	Date: / /	Admin staff Signature:	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? <input type="checkbox"/> Yes <input type="checkbox"/> No	REFUND AMOUNT: \$
I certify that this account is correct in respect of the requirements of Treasurer's Instruction (T1) 5 Requirement 1.5.	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.