



ENROLMENT ADJUSTMENT FORM
WITHDRAWALS & TRANSFERS

1 – Student details

Family Name		Given Name:	
Student ID:		Date of Birth:	
Email:		Phone:	
National Course Code:		Course Title:	
Student Withdrawal Date:		Date Received by Customer Service:	

2 – Withdrawal / Adjustment ☐ WITHDRAWAL or ☐ TRANSFER (please tick one)

I wish to withdraw from: ☐ My entire course/all my units or ☐ Only some of my units – list units below:	
Unit Code	Unit Title

Reason

☐ Illness or medical condition Evidence supplied ☐ Evidence not supplied ☐	☐ Financial	☐ Secured employment	☐ University placement
☐ Timetable did not suit home/work/life balance	☐ Location not convenient	☐ Transfer – another Training Provider	☐ Credit / Credit transfer
☐ Transfer – another course / unit	☐ Course / subject did not meet expectations	☐ Training delivery	☐ Other (please specify)

I approve this information to be shared with the relevant area and understand I may be contacted for feedback.

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)

Account Holder Name:		Bank:	
BSB Number:		Account Number:	

5 - Please read and agree to proceed.

I understand that upon withdrawal I may not be entitled to a refund after the enrolments census date except in extenuating circumstances. I may still be liable for outstanding fees as per the VET Fees and Charges policy (including fees deferred via VET Student Loans)

Student/Guardian Signature:	Customer Service Officer Signature:	Customer Service Officer Date:
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6 – Office use only ☐ Refund due to student; or ☐ Refund due to 3rd party (please tick one)

Is the student entitled to a refund:	☐ Yes ☐ No	Refund Amount:	
I certify that this account is correct in respect of the requirements of Treasurer's Instruction (TI) 5 Requirement 1.5		Incurring Officer Signature:	Date:

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