



Change of Course Enrolment (Deferment, Suspension, Cancellation, Transfer)

AA
TA 04a

STUDENT DETAILS	
Student Name:	
Student Number:	
Address:	
Phone/Mobile Number:	
Email Address:	
Details:	<input type="checkbox"/> Cancel / Withdraw enrolment <input type="checkbox"/> Defer - preferred date to re-commence: _____ <input type="checkbox"/> Transfer - change of course from _____ to _____
Date of effect:	
Reason for change:	<input type="checkbox"/> I want to change my course stream (Mechanical / Avionics / Structures) <input type="checkbox"/> The course isn't what I expected / too hard for me / doesn't meet my career goals <input type="checkbox"/> I am transferring to another course with another provider <input type="checkbox"/> Other: _____
Letter of Release:	<input type="checkbox"/> I require a Letter of Release (International Students only transferring providers)
Documents attached:	<input type="checkbox"/> Letter of Offer from new provider (if you are transferring to another provider) <input type="checkbox"/> Under 18 years of age - letter of support from parent/guardian
<p>I understand and declare that:</p> <ul style="list-style-type: none"> I am aware of any associated costs with changing my enrolment (such as an Administration Fee); The information on this form and the supporting documentation are true and correct. I authorize other details to be obtained regarding my academic record for my request to be processed and acknowledge that by providing incorrect information relating to my application may result in the cancellation of my enrolment. If I am under 18 years of age, I am aware that my nominated parent/guardian must support my request. <u>International Students</u>: I understand I must notify the Immigration of any changes to my enrolment and that I must maintain Overseas Student Health Cover (OSHC) while in Australia & may be required to extend my current OSHC cover depending on the requested course change above. I understand that I am unable to transfer to another provider within 6 months of commencing my course, unless I meet the circumstances within the Change of Course Enrolment policy. 	
Student signature:	Date:
BUSINESS UNIT	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments:	
Name & Signature:	Date:
FINANCE	
Comments:	
Name & Signature:	Date:
ADMINISTRATION	
Actions:	<input type="checkbox"/> Enrolment updated (DOTS, Wise.NET, CELCAT) <input type="checkbox"/> Letter of Release (if applicable)
Name & Signature:	Date: