



APPLICATION TO CHANGE ENROLMENT STATUS FORM
This form is for use by students wishing to change their delivery mode or duration of study

WELLPARK

College of Natural Therapies

Option A: Change to Enrolment Status (delivery mode - Face to Face or Distance)

Option B: Change to Enrolment Status (duration of study - Full time or Part-time)

For both Options A and B, please forward the completed Form to Faculty Support. Your application will be considered by the Education Sub-committee (ESC). Approval is not guaranteed. If you have received formal ESC approval, you will be sent an invoice that must be paid prior to continuing your studies.

Please note: Your status will change on Moodle, please ensure that you download and keep any documents from Moodle BEFORE returning this Form. Speak to the Librarian if you have any concerns. All programmes must still be completed within required time frames.

NO refunds will be given on any courses enrolled in (even those which have not yet begun) after day 8 of the commencement of your Programme.

Fees: A \$25 administration fee per course changed (payable upon approval).

Option A: Change to Enrolment Status – delivery mode (Face to Face or Distance)

STUDENT NAME: STUDENT ID:

NAME OF QUALIFICATION:DATE:/...../.....

COURSES I WISH TO CHANGE INCLUDE:

.....
.....

SIGNATURE:

I would like to change my Enrolment Status (**write in Face to Face or Distance**)

From:..... To:.....

What are your reasons for changing? (Please circle one)

- I am struggling with learning online
- I am struggling with learning in the classroom
- Change in personal circumstances

Please provide other details as appropriate:

.....
.....

What College Support services did you utilise before finalizing your decision to change Enrolment Status
(Please tick)?

- ✓ Counselling session at the Prema Clinic
- ✓ Free Academic Clinics
- ✓ Meeting with Faculty Support
- ✓ Meeting with Programme Leader

Please provide details as appropriate:

.....
.....

Option B: Change to Enrolment Status – duration of study (Full time or Part-time)

STUDENT NAME: STUDENT ID:

NAME OF QUALIFICATION: DATE:/...../.....

COURSES I WISH TO CHANGE INCLUDE:

.....
.....

SIGNATURE:

I would like to Change my Enrolment Status **(Full time or Part-time)**

From:..... To:.....

What are your reasons for changing?

- I am struggling with learning
- Change in personal circumstances

Please provide other details as appropriate:

.....
.....

What College Support services did you utilise before finalizing your decision to Change Enrolment Status
(Please tick)?

- ✓ Counselling session at the Prema Clinic
- ✓ Free Academic Clinics
- ✓ Meeting with Faculty Support
- ✓ Meeting with Programme Leader

Please provide details as appropriate:

.....
.....

ADMINISTRATION USE ONLY

Faculty Support completes the following tasks and date and initial beside each task when completed.

- Notify enrolment advisor (initial.....) (date.....)
- Notify relevant tutors (initial.....) (date.....)
- Change student details on student file (SMS) correctly (initial.....) (date.....)
- Upload this Form to the student's file on the SMS (initial.....) (date.....)
- Ask the Librarian to change the students Moodle status for relevant courses (initial.....) (date.....)
- Notify the student of the outcome and follow up-processes (initial.....) (date.....)
- Collect payment if the application is approved (amount.....) (initial.....) (date.....)

Faculty Support Name: Signature: