



APPLICATION TO CHANGE ENROLMENT STATUS FORM

Please print the section for the Option you are applying for.

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

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

Option C: Change of programme

For all Options, please forward the completed Form(s) to Faculty Support. Your application will be considered by the Education Sub-committee (ESC). Approval is not guaranteed.

Please note: The Application to change from Full-time to Part-time requires a separate Application for Deferral to be attached to this Form.

Once the application is approved and processed, your student 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.

Fees: A non-refundable administrative fee of \$75 must be paid before your application to change Mode of Study or Enrolment Status can be processed.

The change to enrolment status will mean your attendance is monitored differently, and you are required to read the Student Handbook to find out how.

The change to enrolment status may affect your Student Loan.

Transfer of fees between programmes is NOT possible.

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.

OPTION A:

CHANGE TO ENROLMENT STATUS – DELIVERY MODE (FACE TO FACE OR OFF CAMPUS)

STUDENT NAME: STUDENT ID:

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

COURSES I WISH TO CHANGE INCLUDE:

.....
.....

STUDENT SIGNATURE:

I would like to change my Enrolment Status (write in Face to Face or Off campus)

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:

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.....

What College Support services did you utilise before finalizing your decision to change Enrolment Status.

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

Please attach or provide details as appropriate

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PROGRAMME LEADER TO COMPLETE

Please ensure you discuss with the student changes to attendance monitoring.

Programme Leader meeting date Programme Leader approval Y / N

Comments

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Please note only completed sections of this form are to be added to Filemaker. Which sections of this Form are completed?

Pages to

Change of Enrolment type (OPTION A/B/C)

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Education Subcommittee meeting date Education subcommittee approval Y / N

Comments

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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:.....

The Application to change from Full-time to Part-time requires a separate Application for Deferral. The change to enrolment status may affect your Student Loan.

What are your reasons for changing?

- I am struggling with learning
- Change in personal circumstances

Please attach or provide other details as appropriate:

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.....

What College Support services did you utilise before finalizing your decision to Change Enrolment Status.

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

Student: Please provide details as appropriate:

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PROGRAMME LEADER TO COMPLETE

Programme Leader meeting date Programme Leader approval Y / N

Comments

.....
.....

Please note only completed sections of this form are to be added to Filemaker. Which sections of this Form are completed?

Pages to

Change of Enrolment type (OPTION A/B/C)

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Education Subcommittee meeting date Education subcommittee approval Y / N

Comments

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Principal's signature (for deferral purpose only)

Full time to Part-time - ApprovedDeclined.....

OPTION C:

CHANGE TO PROGRAMME ENROLMENT STATUS

Transfer of fees between programmes is NOT possible. The change to Programme may affect your Student Loan.

STUDENT NAME: STUDENT ID:

NAME OF QUALIFICATION:

DATE I ENROLLED:/...../.....

NAME OF QUALIFICATION I WISH TO CHANGE ITO:

.....

DATE I WILL RECOMMENCE THIS NEW ENROLMENT:/...../.....

SIGNATURE:

What are your reasons for changing?

- I am struggling with learning
- Change in personal circumstances

Please attach or provide other details as appropriate:

.....

.....

What College Support services did you utilise before finalising your decision to Change Programme Enrolment Status.

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

Student: Please provide details as appropriate:

.....
.....

PROGRAMME LEADER TO COMPLETE

Programme Leader meeting date Programme Leader approval Y / N

Comments

.....
.....

Please note only completed sections of this form are to be added to Filemaker. Which sections of this Form are completed?

Pages to

Change of Enrolment type (OPTION A/B/C)

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Education Subcommittee meeting date Education subcommittee approval Y / N

Comments

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ADMINISTRATION USE ONLY

Faculty Support (FS) and Accounts Administrator (AA) complete the following tasks and date and initial beside each task when completed.

- FS Notify Enrolment Advisor (initial.....) (date.....)
- FS Notify relevant tutors (initial.....) (date.....)
- FS Notify the student of the outcome and follow up-processes (initial.....) (date.....)
- FS notify Accounts admisntrator to generate Invoice (amount.....) (initial.....) (date.....)
- AA Accounts administrator to notify Faculty Support on Payment of Fee
- AA to advise management about Fulltime to Part-time status adjustment (Deferral)
- FS Change student details on student file (SMS) correctly (initial.....) (date.....)
- FS Upload this Form to the student's file on the SMS (initial.....) (date.....)
- FS Ask the Librarian to change the students Moodle status for relevant courses (initial.....) (date.....)

Faculty Support name: Signature:

Accounts administrator name: Signature: