



# ENROLMENT ADJUSTMENT FORM

## WITHDRAWALS & TRANSFERS

### 1 – Student Details

Family Name:		Given Names:	
Date of Birth:		Student ID:	
Postal address:			
Suburb:		Postcode:	
Phone number:		Email:	
Currently enrolled in: <small>Course number &amp; name</small>			Date enrolled:
Campus / Centre:	Enrolment receipt Number: <small>Must be provided</small>		

### 2 – Reason for enrolment adjustment application

<input type="checkbox"/> WITHDRAWAL or <input type="checkbox"/> TRANSFER <small>(please tick one)</small>				<b>REASON FOR WITHDRAWAL</b> <small>Evidence is required if refund is sought</small>
I wish to withdraw from: Tick <input type="checkbox"/> for whole course (all subjects) or list subjects separately below:				<input type="checkbox"/> Cancelled Class/ rescheduled
Roll number	Subject number	Subject name	Attended/ Participated in this subject Y/N	<input type="checkbox"/> Incorrect enrolment
				<input type="checkbox"/> Illness (doctor's certificate is required)
				<input type="checkbox"/> Exemption / RPL
				<input type="checkbox"/> Transfer to another course or college
				<input type="checkbox"/> Financial / Transfer to student loans
				<input type="checkbox"/> Received apprenticeship or apprenticeship has been cancelled
				<input type="checkbox"/> Job / University offer <small>(evidence required)</small>
				<input type="checkbox"/> Concession refund
				<input type="checkbox"/> Personal reasons

### 3 – New enrolment details (if transferring to new subjects):

Roll number	Subject number	Subject name	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 3<sup>rd</sup> party (please tick one)

Name of Account:		Bank:	
BSB Number:	-	Account Number:	

Student's signature:		Admin staff signature:	
	Date: / /		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

Direct Debit to be: <input type="checkbox"/> Amended OR <input type="checkbox"/> Cancelled
Credit card payments to be: <input type="checkbox"/> Amended OR <input type="checkbox"/> Cancelled
Centrelink deduction to be: <input type="checkbox"/> Amended OR <input type="checkbox"/> Cancelled
Date of financial amendment: / /
New target amount: \$

Is student entitled to a refund? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REFUND AMOUNT:</b> \$
<small>I certify that this account is correct in respect of the requirements of Treasurer's Instruction 304 (5) (i) to (vii).</small>	<b>Incurring Officer:</b> Date:
<small>I certify that this account is correct in respect of the requirements of Treasurer's Instruction 304 (5).</small>	<b>Certifying Officer:</b> 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.