

Higher Education Student Change of Enrolment Form



IMPORTANT INFORMATION

This form is to be used for alterations to a student's enrolment including, adding, dropping, late enrolment, withdrawing, removing and swapping units of study. Students requiring withdrawals from Units of Study due to a Leave of Absence should complete the Leave of Absence form, not this change of enrolment form.

Please read the accompanying *Higher Education Student Enrolment Fact Sheet* before you complete this form. The fact sheet provides information about enrolment limitations and requirements and the relevant dates and the possible consequences of changes to your enrolment.

I have a question: Please contact the Student Centre or your Faculty Administration Officer at the campus where your course of study is delivered.

Lodging instructions: Submissions must be lodged in person to your faculty Administration Officer or electronically via Highered@tafeqld.edu.au.

Notification of outcome: Applicants will be notified by electronic means of the progress of their request. You can expect a decision outcome within 10 working days.

CONTACT INFORMATION

STUDENT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL)

TAFE Student Number (if known)		USI (if known)	
Email Address		International Student	Yes <input type="checkbox"/> No <input type="checkbox"/>
First Name	Last Name		
Preferred Name	Date of Birth:		/ /
Mobile Number	Home Phone	Work Phone	
Home Address (If you are an overseas student, you must supply your overseas address in this section)			
State	Country	Post Code	

COURSE AND CAMPUS/LOCATION (Which course and campus are you currently enrolled?)

Qualification Code	Qualification Name:	<input type="checkbox"/> Southbank <input type="checkbox"/> Other (name of campus).....
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COURSE WITHDRAWAL

I wish to withdraw from my course. I no longer want to complete this course. Please withdraw me from any and all Units of Study I am currently enrolled in. My main reason for Withdrawal (See below reasons):

ADD / WITHDRAW INDIVIDUAL UNITS OF STUDY

Please indicate whether you are adding or removing a unit of study from your study pattern **NOTE:** Adding Units after Week 2 requires permission from the Course Coordinator.

UNIT OF STUDY				ADD / WITHDRAW UNIT/S	Is this Unit an additional elective i.e. you are completing more units than required?	Reason for <u>WITHDRAWING</u> from study (see below for reason – insert number)
Unit Code		Unit Name		<input type="checkbox"/> Add <input type="checkbox"/> Withdraw	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unit Code		Unit Name		<input type="checkbox"/> Add <input type="checkbox"/> Withdraw	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unit Code		Unit Name		<input type="checkbox"/> Add <input type="checkbox"/> Withdraw	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unit Code		Unit Name		<input type="checkbox"/> Add <input type="checkbox"/> Withdraw	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reasons for withdrawal - please select the reason which most accurately reflects your reason for withdrawing from the Course or from unit/s of study						
1. Enrolled in error		7. Compassionate/Compelling Circumstance		13. Reducing my study load		
2. Illness, injury or other health condition		8. Transferred to University/Another Provider		14. Change to another TQ unit/course		
3. Employment/training/professional commitments		9. Personal reasons		15. Student excluded / Academic ability		
4. Course/Content was not what I expected		10. Maternity/Parental/Family reasons		16. Quality of student services and facilities		
5. Financial /Fee reasons		11. Teaching/Learning was not what I expected		17. Timetable Issues		
6. Relocating home/moving away		12. Not ready for HE Study		18. Covid 19 related		
				19. Other (please state).....		

WITHDRAWING FROM UNIT/S OF STUDY - Complete this section if you are seeking to withdraw from Unit/s of Study	
I have discussed my intentions with the Course Coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
I understand the implications of withdrawing from a Unit/s of Study. <i>I.e. Financial and/or Academic consequences.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
I have been offered support and assistance to continue in my studies (<i>If relevant</i>) <i>I.e. Payment plan, special consideration, assessment extensions, study skills, academic skills support, counselling.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are you seeking a refund or a re-credit of a HELP Loan debt? <i>I.e. Compassionate and/or Compelling Grounds; withdrawal after the census date. Refer to the Student Refund/ Re-credit applications.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Are you seeking to withdraw without an Academic Penalty? *I.e. Academic penalty will be imposed for withdrawals after the Friday of week 10 for a standard semester, or Friday of the week that equates to 70% of delivered teaching (for a Unit/s of Study of a non-standard semester duration).*

Yes No N/A

Compassionate and/or Compelling Circumstances

Please complete this section if:

1. You are seeking to **enrol** into Unit/s of Study AFTER week 2 of the semester/delivery period OR
2. You are **withdrawing** from Unit/s of Study AFTER the academic penalty date and are requesting a waiver of the academic penalty.

Please supply a detailed reason, including any medical certificate or supporting documentation to support your request.

SUPPORTING EVIDENCE/PERSONAL STATEMENT

(Attachment if required. Please state why you believe there are compassionate and/or compelling circumstances)

PRIVACY NOTICE

TAFE Queensland is collecting your personal information on this form for the purpose of managing your change of enrolment application in your course. In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose. TAFE Queensland handles your personal information in accordance with our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>). By applying for admission with TAFE Queensland you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy.

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at TAFE.Queensland@tafeqld.edu.au .

STUDENT DECLARATION (Please read carefully)

If under the age of 18 years, this application must be signed by a parent/guardian. I understand that formal communications at TAFE Queensland are provided electronically and will be sent to my nominated email account. I understand that:

1. Once I have submitted this form, TAFE Queensland will withdraw me from the Course, units and/or add units as nominated in this form.
2. I am responsible for keeping my contact details updated for the purposes of communications with TAFE Queensland pertaining to my enrolment.
3. There may be a financial liability and/or academic penalty applicable to my application and I am aware of those.
4. There are study load and Unit of Study limitation requirements for enrolment acceptance into a Unit of Study.
5. I must retain a copy of this dated and signed declaration form as evidence of my submission.

Student Signature

Date / /

Parent/Guardian's Name (If student is under 18 years)	Parent/Guardian's Signature (If student is under 18 years)	Date / /
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APPROVALS

ADDING UNITS AFTER WEEK 2 / ADDING EXTRA UNITS TO STUDY LOAD

COURSE COORDINATOR RECOMMENDATION

<ul style="list-style-type: none"> Consider whether the student meets the prerequisite, co-requisite and/or inherent requirements for the unit. Consider class numbers and class quotas. Consider student study load and academic ability. Consider any missed learning opportunities and the student's commitment to catching up / making up ground. Consider current regulatory and/or professional accreditation requirements (submit all evidence to the Dean Higher Education) 	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Basis for the decision (Required to inform the Dean Higher Education's decision)
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Name:	Date: / /
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Signature:

DEAN HIGHER EDUCATION DECISION

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reason for not approved:
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Name:	Date: / /
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Signature:

ACADEMIC PENALTY WAIVER

DEAN OF HIGHER EDUCATION

Removal of Academic Penalty (Decision for Academic Penalty waiver)	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved - LH - Late Withdrawal grade stands Recommended Grade: <input type="checkbox"/> Early Withdrawn – no result recorded – administration result. <input type="checkbox"/> WH - Withdrawn Reason for not approved:
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Name:	Date: / /
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Signature:

NOTE: Students must apply separately in accordance with 651 Student Refunds.

OFFICE USE ONLY (PROCESSING OFFICER TO COMPLETE)

Date application received

/ /

ADDING UNIT/S

Unit Code	Unit name	Census Date	Class no.	Does the student meet the entry requirements/Course Coordinator approval for the unit?
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Processed by:

Date: / /

Student record in SMS updated

Yes

WITHDRAWING FROM UNITS/COURSE

(NOTE: Action and Drop reason codes MUST be approved higher education codes. Ensure that only approved higher education administration and grading codes are used and are applied correctly. Failure to do so may adversely impact TAFE Queensland Risk Rating with TEQSA. TQIE to be notified for all International students)

Unit No.	Unit name	Census Date	Class no.	Refund / Credit	Academic Penalty	SOS	COS	Did Student Attend?	LDA if relevant	Action Reason*	Drop Reason
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20	/ /20	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20		
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20	/ /20	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20		
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20	/ /20	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20		
		/ /20		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20	/ /20	Yes <input type="checkbox"/> No <input type="checkbox"/>	/ /20		

Date:	Processed By:
Withdrawal Grade Added	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Grade	<input type="checkbox"/> WH (Withdrawn) <input type="checkbox"/> LH (Withdrawn Fail) <input type="checkbox"/> Early Withdrawn – pre-census withdrawal.
Comments:	
Student record in SMS updated	<input type="checkbox"/> Yes
Student advised of penalty	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A TAFE Queensland International Education Notified: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Dean Higher Education notified	<input type="checkbox"/> Yes (for the purposes of an Exit Interview)
Name and position:	Phone:
Date processed	/ / Date student advised: / /

