

Vocational Education and Training

Change of Enrolment/Withdrawal from Course 2018

VET102

 Student Number
Mailing Address (to be completed only if changed from current address)

 Title Mr Mrs Ms Miss Dr
 Other

 Number & Street or PO Box

 Suburb / Town

 Surname

 State Postcode

 Given Names

 Country (if outside Australia)

 Gender Male Female
 Indeterminate/Intersex/Unspecified

 Home Phone

 Date of Birth (dd/mm/yyyy)

 Work Phone

 Mobile Phone

 Are you an International Student? Yes No

 Email

 Are you an Apprentice? Yes No

 Course Code Campus/Centre Course Mode Internal External Mixed

 Course Name
RPL - The University offers RPL as a form of assessment, if you think you qualify, please discuss with the Team Leader/Delegate

 Units to be Added (Must be signed off by the relevant Team Leader/Delegate for the course)

Team Leader/Delegate Use

Module/Unit Code	Teaching Period	Mode (I/E/M)	Delivery Location	Seeking RPL (X)	Unit Name	Training start date	Training end date

Mode I = Internal, E = External, M = Mixed Mode

Teaching Period 1, 2, 3 and 4

Units to be WITHDRAWN must be listed on the reverse of this form along with a reason for change of enrolment

continued overleaf

OFFICE USE ONLY

Date Received:	Date Processed:	Team Leader/Delegate Approval	
		Name:	
Team Code:	Processed by:	Signature:	Date:

Please return this form directly to your industry team CSO or the Student Central, Charles Darwin University, Darwin NT 0909. Fax: (08) 8946 6642.

Withdrawal from Course **Withdraw from Learner Support Course**

Units to be Withdrawn (Financial penalty will apply to withdrawals lodged after the relevant withdrawal date, which is 14 days after the commencement of the unit).

Unit Code	Teaching Period	Mode (I/E/M)	RPL was sought (X)	Unit Name	Team Leader/Delegate Use		
					Date Unit Started	Date of last engagement in the unit*	e-Rollbook Number

* **Attach evidence of engagement.** **Do you require a re-imburement?** Yes No

REFUNDS shall be made for withdrawals lodged within 14 days of the commencement of the unit. Refunds are automatic but re-imburement must be applied for. The Request for Student Refund form can be found at: <http://www.cdu.edu.au/current-students/adminforms>. International student's refunds will be processed in accordance with International Students - Refund of Fees Procedures.

INTERNATIONAL International Students who hold a Student Visa are required to maintain a full time enrolment. If applying for Leave of Absence, students are required to submit appropriate documentaion on compassionate/compelling grounds to the Office of International Services (OIS) at international@cdu.edu.au.

Request for Leave of Absence (International students ONLY)

AUSTUDY/ABSTUDY It is the responsibility of the student to ensure that eligibility for Austudy/Abstudy is not effected if you change your enrolment in any way.

Reason for Withdrawal from the course (Check ONE Box only)

- | | |
|--|--|
| 4 <input type="checkbox"/> Relocation | 10 <input type="checkbox"/> Defence Force Redeployment |
| 5 <input type="checkbox"/> Employment/Work Commitments | 19 <input type="checkbox"/> Dissatisfaction with course presentation |
| 6 <input type="checkbox"/> Health reasons | 23 <input type="checkbox"/> Non-receipt of materials |
| 7 <input type="checkbox"/> Financial reasons | 24 <input type="checkbox"/> Late receipt of materials |
| 8 <input type="checkbox"/> Other reasons | 25 <input type="checkbox"/> Issues with Lecturer |
| 9 <input type="checkbox"/> Dissatisfaction with course content | 26 <input type="checkbox"/> Incorrect course selection |

I hereby declare that the information I have entered on this form is accurate and correct.

Student Signature: _____	Date: ____/____/____
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Team Contact Details

Team Name	Location	Phone No.	Fax No.	Email
Agriculture and Rural Operations (Top End)	Katherine	08 89467512	08 89738300	agriculture@cdu.edu.au
Automotive and Civil	Casuarina	08 89467506	08 89466433	automotiveandcivil@cdu.edu.au
Building Technology	Casuarina	08 89467508		bcd@cdu.edu.au
Business (Top End)	Waterfront	08 89468877		businessstopend@cdu.edu.au
Business (Central)	Alice Springs	08 89595467	08 89595344	business_central@cdu.edu.au
Children's Services and Education Support	Casuarina	08 89467519	08 89467118	cses@cdu.edu.au
	Alice Springs	08 89595239		
Community Services	Casuarina	08 89467519		csh-enquiries@cdu.edu.au
	Alice Springs	08 8959523		
Conservation and Land Management (Central)	Alice Springs	08 89595466	08 89595293	CIm.Central@cdu.edu.au
Conservation and Land Management (Top End)	Casuarina	08 89467511	08 89467830	CLM@cdu.edu.au
Creative Arts and Humanities	Casuarina	08 89467404	08 89466455	cah@cdu.edu.au
Culinary Arts	Palmerston	08 89467526	08 89467833	culinaryarts@cdu.edu.au
Electrotechnology (Top End)	Casuarina	08 89467505	08 89466711	electrotechnology@cdu.edu.au
English Language, Literacy and Numeracy	Casuarina	08 89466578		ellan@cdu.edu.au
Hair, Beauty and Retail	Palmerston	08 89467520	08 89467944	VET.hair_beauty_retail@cdu.edu.au
Health	Casuarina	08 89467356	08 89466151	vethealth@cdu.edu.au
Horticulture (Top End)	Casuarina	08 89467513	08 89466690	horticulture@cdu.edu.au
Information and Communication Technology	Casuarina	08 89467522	08 89466667	VET.ICT@cdu.edu.au
Maritime and Seafood	Casuarina	0889467513		mast@cdu.edu.au
Metal Trades and Engineering	Casuarina	08 89467507	08 89467439	mte@cdu.edu.au
Tourism and Hospitality (Central)	Alice Springs	08 89595468	08 89595240	tourism_hospitality-central@cdu.edu.au
Tourism, Hospitality and Recreation (Top End)	Palmerston	08 89467525	08 89467833	tour_hosp_recreation-topend@cdu.edu.au
Trades (Central)	Alice Springs	08 89595465	08 89595321	tradescentral@cdu.edu.au