Vocational Education and Training

Change of Enrolment/Withdrawal from Course 2017

VET102

Student Number

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr

☐ Other

Surname

Given Names

Preferred Name

Gender ☐ Male ☐ Female

☐ Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

Are you an International Student? ☐ Yes ☐ No

Are you an Apprentice? ☐ Yes ☐ No

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

Number & Street or PO Box

Suburb / Town

State

Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

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Units to be WITHDRAWN must be listed on the reverse of this form along with a reason for change of enrolment **continued overleaf**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 or the Student Central, Charles Darwin University, Darwin NT 0909. Fax: (08) 8946 6642.

☐ **Units to be Withdrawn** (Financial penalty will apply to withdrawals lodged after the relevant withdrawal date, which is 14 days after the commencement of the unit).

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

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*	Unit Completed Yes/No

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

REFUNDS shall be made for withdrawals lodged within 14 days of the commencement of the unit. Refunds are automatic but re-imbursement must be applied for. The Request for Student Refund form can be found at: http://www.cdu.edu.au/current-students/adminforms
INTERNATIONAL International Students who hold a Student Visa are required to maintain a full time enrolment.
AUSTUDY/ABSTUDY It is the responsibility of the student to ensure that eligibility for Austudy/Abstudy is not affected if you change your enrolment in any way.

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

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

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

Student Signature: _____ Date: _____/_____/_____

Team Contact Details

Team Name	Location	Phone No.	Fax No.	Email
Adult Language and Numeracy (Top End) and (Central)	Casuarina Alice Springs	08 89467529 08 89595469	08 89467144	alntopend@cdu.edu.au
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		businesstopend@cdu.edu.au
Business (Central)	Alice Springs	08 89595467	08 89595344	business_central@cdu.edu.au
Children's Services and Education Support	Casuarina Alice Springs	08 89467519 08 89595239	08 89467118	cses@cdu.edu.au
Commercial Cookery and Bakery (Top End)	Palmerston	08 89467526	08 89467833	VETbakery@cdu.edu.au
Community Services	Casuarina Alice Springs	08 89467519 08 8959523		csh-enquiries@cdu.edu.au
Conservation and Land Management (Central)	Alice Springs	08 89595466	08 89595293	Clm.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
Electrotechnology (Top End)	Casuarina	08 89467505	08 89466711	electrotechnology@cdu.edu.au
English as a Second Language	Casuarina	08 89467518	08 89467055	migrantesl@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 Technology and Library Studies	Casuarina	08 89467522	08 89466667	IT_librarystudies@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
Sales & Personal Services	Palmerston	08 89467520	08 89467944	salespersonalservices@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