

# Vocational Education and Training

## Change of Enrolment/Withdrawal from Course 2021

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   
 Given Names

State  Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

Email

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

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)

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

**Teaching Period** 1, 2, 3 and 4

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

**Units to be Added for Learner Support**

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

**Units to be WITHDRAWN must be listed on the reverse of this form along with a reason for change of enrolment**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:	<b>Team Leader/Delegate Approval</b> Name:	Student has withdrawn from the course and a statement of attainment is required. <input type="checkbox"/> Yes <input type="checkbox"/> No
Team Code:	Processed by:	Signature:	Date:

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**Units to be Withdrawn** (Financial penalty will apply to withdrawals lodged after the relevant withdrawal date, which is 14 days after the commencement of the unit).

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

**Withdraw from Learner Support Course**

**Units to be Withdrawn from Learner Support**

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

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

**REFUNDS** shall be made for withdrawals lodged within 14 days of the commencement of the unit. Refunds are automatic but re-imbusement must be applied for. The Request for Student Refund form can be found at: W: [cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides). 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](mailto:international@cdu.edu.au).

**Request for Leave of Absence** (International students ONLY)

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

- |  |  |   |
|--|--|---|
| 4 <input type="checkbox"/> Relocation                  | 8 <input type="checkbox"/> Other reasons                             | 23 <input type="checkbox"/> Lack of access to learning resouces |
| 5 <input type="checkbox"/> Employment/Work Commitments | 9 <input type="checkbox"/> Dissatisfaction with course content       | 24 <input type="checkbox"/> Late access to learning resources   |
| 6 <input type="checkbox"/> Health reasons              | 10 <input type="checkbox"/> Defence Force Redeployment               | 25 <input type="checkbox"/> Issues with Lecturer                |
| 7 <input type="checkbox"/> Financial reasons           | 19 <input type="checkbox"/> Dissatisfaction with course presentation | 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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**For any general enquiries or to email or hand in the completed form please refer to the below contact details**

**Casuarina campus: Student Central**

Mon to Thurs: 8.00am to 4.00pm  
Fri: 8.00am to 3.00pm  
Location: Building Orange 1.1, Casuarina campus  
Freecall: 1800 061 963  
Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

**CDU Darwin Waterfront: Student Central**

Mon to Thurs: 8.00am to 4.00pm  
Fri: 8.00am to 3.00pm  
Location: 21 Kitchener Drive, Darwin  
Freecall: 1800 061 963  
Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

**Alice Springs campus: Student Central**

Mon to Fri: 8.00am to 4.00pm  
Location: Building 1, Info Shop Alice Springs campus  
Freecall: 1800 654 865  
Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

**Katherine campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
Location: 19 Second Street, Katherine  
Phone: 08 8973 9900  
Email: [CDUKatherine@cdu.edu.au](mailto:CDUKatherine@cdu.edu.au).

**Palmerston campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
Location: Building A, Palmerston campus  
Phone: 08 8946 7800  
Email: [palmerston@cdu.edu.au](mailto:palmerston@cdu.edu.au).

**Katherine rural campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
Location: Building 2, Katherine Rural campus  
Freecall: 1800 779 577  
Email: [cdukatherinecampus@cdu.edu.au](mailto:cdukatherinecampus@cdu.edu.au).