

Vocational Education and Training

Change of Enrolment/Withdrawal from Course 2022

VET102

Student Number

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

Title Mr Mrs Ms Miss Mx Dr
 Other

Number & Street or PO Box

Suburb / Town

State Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

Email

Family name

Given names

Single name only

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 Course Name

Team Code Campus/Centre Course Mode Internal External Mixed

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/VFH Period 1, 2, 3 and 4

Team Leader/Delegate Use

Module/Unit Code	Teaching/VFH 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Units to be WITHDRAWN must be listed on the reverse of this form along with a reason for change of enrolment continued overleaf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Date Received:	Date Processed:	Team Leader/Delegate Approval Name:	Student has withdrawn from the course and a statement of attainment is required.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Units to be Withdrawn (Financial penalty will apply to withdrawals lodged after the relevant withdrawal date, which is 14 days after the commencement of the unit).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
(This section must be completed)

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-imbursalment?** Yes No

REFUNDS shall be made for withdrawals lodged within 14 days of the commencement of the unit. Refunds are automatic but re-imbursalment must be applied for. The Request for Student Refund form can be found at: W: 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 CDU Global at 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

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

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

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

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

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