



# CHANGE OF ENROLMENT

CENTRE FOR LEARNING

## Change of Enrolment Form

This form must be completed by a student and/or authorised staff member in case of student changing group,

Withdrawal/ deferment or cancellation by Russell College.

In all cases, this form **must** be signed by both student and authorised staff member.

### Student's Details

<b>Student Details</b>	
<b>Name:</b>	
<b>Student ID:</b>	
<b>Course Code</b>	
<b>Course Name</b>	
<b>Email</b>	
<b>Mobile No.</b>	

<b>Type of Change*</b>	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Deferral / Change of group	<input type="checkbox"/> Cancellation by RTO
<b>Reason of change*</b>	<input type="checkbox"/> Personal / Health commitments	<input type="checkbox"/> Other Work/Study commitments	<input type="checkbox"/> Family
	<input type="checkbox"/> Lack of attendance Financial hardship	<input type="checkbox"/> Unsatisfactory course progress	<input type="checkbox"/>
	<input type="checkbox"/> Other (please specify):		

In case of Deferral /Change of Group, a re-commencement date must be provided:

<b>Deferral dates</b>	From (date):	To (date):
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<b>New group</b>		<b>Re-commencement Date</b>	
<b>Student Declaration &amp; Signature</b>			
I acknowledge that I have read and understood Fee & Refund policy and Student Handbook. I hereby agree to pay any applicable administration fees and an outstanding course fees.			
<b>Sign:</b>		<b>Date:</b>	

Office Use Only

<b>Authorised Staff member's Name*</b>		<b>SMS updated by*</b>	
<b>Signature*</b>		<b>Signature*</b>	
<b>Date*</b>		<b>Date*</b>	