## Enrolment Amendment Form

Staple Attachments to back where indicated

- Additional Course/Module(s)
- Withdrawal (Must be within 4 weeks of course commencement or by the Census Date)
- Transfer (Between groups where content is the same)

### Holmesglen Student ID Number

### Student Details

Surname or Family Name

Given Name(s)

Address (Number and Street)

Suburb or Town

Postcode

### Currently Enrolled Course Details

<table>
<thead>
<tr>
<th>Course Code(s)</th>
<th>Course Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you withdrawing from the whole course?  

- No  
- Yes

Have you attended any classes in this course?  

- No  
- Yes  If YES, insert details of modules attended and last date of attendance below.

### Addition / Withdrawal / Transfer

- Enrolment at another educational institution. (Attach evidence of enrolment)
- RPL/Credit Transfer application granted.

Insert the action:  

- [A] = addition  
- [W] = withdraw  
- [T] = transfer  
- [DE] = deletion

Have you attended any classes in module? Insert  

- [Y]es  
- [N]o and last date of attendance.

<table>
<thead>
<tr>
<th>Module (or Subject) Code</th>
<th>Session Code Number</th>
<th>Module Title</th>
<th>Action</th>
<th>Attendance</th>
<th>Last Attendance</th>
<th>Deleted Module Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Enrolment Attachment attached

### ADMINISTRATIVE OFFICE USE ONLY

Original fees receipt number:  

<table>
<thead>
<tr>
<th>Date of receipt</th>
<th>Fees receipt received?</th>
<th>ID Card received?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Hours</th>
<th>Tuition</th>
<th>General Services</th>
<th>Fee Type</th>
<th>Account Number</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>Tuition</td>
<td>B000-0409</td>
<td>$</td>
</tr>
<tr>
<td>Module Deleted</td>
<td>Less</td>
<td>$</td>
<td>General Services</td>
<td>F000-0409</td>
<td>$</td>
</tr>
<tr>
<td>Module Added</td>
<td>Add</td>
<td>$</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Refund Due</td>
<td>or Fee Payable</td>
<td>$</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Refund Finance use only:  

<table>
<thead>
<tr>
<th>Cheque Number:</th>
<th>Cheque Amount:</th>
<th>Date:</th>
</tr>
</thead>
</table>

White copy - Student Records Office, Green copy - Finance, Yellow copy - Student

Media Services Department B2041026 STU143 Frm
Instructions for completion and processing of Amendment Form

NOTE:
• Please refer to the current State Government Fees and Charges brochure for the rules relating to refund of fees.
• If you are withdrawing from a whole course, all Institute property, including your ID card and your fees receipt must be returned.
• If an International student wishes to withdraw from modules/units, the Teaching Centre Manager must authorise that the student is enrolled in a full time course.

1. **Student completes this form, with the assistance of the Centre Administrative Officer.**

   **Adding a module, modules/units or course - A**
   Insert action of “A” and attach the appropriate enrolment attachment(s).

   **Withdrawal from a course or modules/units - W or DE**
   • If the student has attended classes in the module/unit insert action of “W” and record the last date of attendance in the module/unit. To verify attendance, a copy of the attendance roll is to be attached.
   • If the student has not attended any classes in the module/unit insert action of “DE”.
   • If classes have been cancelled, or if an incorrect course or module/unit enrolment has been recorded in the Student Management System insert action of “DE”.

   **Withdrawal from whole course**
   • The student notifies whether classes have been attended by inserting Y(es) or N(o). If the student has attended classes, details of the modules/units attended must be inserted. (Module/unit code, module/unit title and attendance columns only). To verify attendance, a copy of the attendance roll is to be attached.
   • If a student is transferring to another educational institution, or an RPL or Credit Transfer has been granted, the student ticks the appropriate box, signs and dates the form and submits it to the Administrative Officer.

   **Transfer between groups where content is the same - T and A**
   Enter currently enrolled session details and insert action “T”. Then write ‘see attached’ and enter action “A”. Attach the new enrolment attachment.

2. **The Teaching Centre Manager** must approve the Form.

3. **The Administrative Officer Information Office** checks and signs form and if required:
   • Calculates fees payable or refund due.
   • Collects fee payable and issues copy of form (yellow) and fees receipt to student.
   • Forwards the white copy of the form plus attachments to the Student Records Office for recording.
   • If a refund is due the Administrative Officer forwards the white and green copies of the form to the Finance Department for issue of the refund cheque.

4. **The Finance Department** returns white copy of the form, plus any attachments and cheque number, to the Student Records Office for recording.