

## VET101 - VET CHANGE OF ENROLMENT FORM INSTRUCTIONS

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### PURPOSE OF THIS FORM

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For students who are enrolled with Batchelor Institute in a specified course in the current year, and wish to:

- Add unit attempt(s) to a currently enrolled course and/or;
- Withdrawal from unit attempt(s) in a currently enrolled course or;
- Completely cancel a currently enrolled course

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### MANDATORY INFORMATION

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For all students who are seeking to change their enrolled course with Batchelor Institute, the following mandatory information must be provided on this form.

<b>Section 1</b>	<b>Section 2</b>	<b>Section 3 and/or Section 5</b>	<b>Section 6</b>
Student Number	Course Code	Units code	Signature of student
Surname	Course Title	Teaching period	
Given Names		Unit title	
Date of Birth			

Failure to provide this information will result in this form not being processed.

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### COURSE FEES

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As detailed on the enrolment form, in the student guide and on the Batchelor Institute website, all students undertaking Further Education courses at Batchelor Institute will be charged fees. This will depend on a student details and what is being studied.

For more information regarding fees, please visit [www.batchelor.edu.au](http://www.batchelor.edu.au)

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### WITHDRAWAL DATES

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Last date to withdraw a unit from enrolment refers to the last date VET mainstream Students must withdraw a unit from enrolment, in a specified teaching period, in order to not incur Student Fees.

To withdraw a unit from enrolment and not incur fees, there must be no evidence of participation or grade recorded against the specified unit.

If evidence of participation or a grade is recorded against the specified unit, the grade will remain and students will incur fees

For more information about the Last date to withdraw please visit the Batchelor Institute Semester Dates web page:

<https://www.batchelor.edu.au/students/important-dates/>

## VET101 - VET CHANGE OF ENROLMENT/COMPLETE CANCELLATION

The information on this form is collected, reported and stored for the reporting purposes of the National Centre of Vocational Education Research (NCVER) to meet Australian Skills Quality Authority (ASQA) Standards for Total Vocational Education and Training (VET) Reporting. All information is subject to the Privacy Act.

### SECTION 1 - PERSONAL DETAILS - All students must complete

Title  Mr  Mrs  Ms  Miss  Dr Student number

Surname Date of birth  
(dd/mm/yyyy)

Former surname (if applicable) Are you an apprentice?  Yes  No

Given names Phone  
(including area code)

Preferred name (not a nickname) Mobile Phone

### SECTION 2 - COURSE INFORMATION

Course code Are you changing your enrolment, or cancelling your course?  Changing  Cancelling

Course title

### SECTION 3 - CHANGE OF ENROLMENT - Units to be added

Units to be withdrawn are to be listed on page 2 of this form. Please list the units you would like to be added to your enrolment.

Unit code	TP	Delivery location	Unit title	Training start date	Training end date	Unit Delivery ID

### SECTION 4 - SENIOR LECTURER/LECTURER USE ONLY

Division

Funding source  11J - Recurrent funding  11K - User choice/Apprentice  Other:

Name

Signature Date

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**SECTION 5 - CHANGE OF ENROLMENT - Units to be withdrawn**

Please list the units you would like to withdraw from. Please list all of your units if you are cancelling your course. Please note: You cannot withdraw from a unit that has been completed. You cannot withdraw from a unit if the training end date has expired.

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Unit code	TP	Unit Title	Senior lecturer/lecturer use only			
			Training start date <i>dd/mm/yyyy</i>	Date last attended <i>dd/mm/yyyy</i>	Unit complete	Participation recorded
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Reason for change of enrolment/complete cancellation (*please specify*)

NOTE: ABSTUDY - It is the responsibility of the student to ensure that eligibility for ABSTUDY is maintained if their enrolment is changed in any way.

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**SECTION 6 - STUDENT DECLARATION AND SIGNATURE**

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*I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.*

*I understand that I am responsible for notifying Centrelink of the changes to my study load where applicable.*

Signature of student

Date

Please return your form to us using the contact details at the top of the first page of this form.

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**SECTION 7 - OFFICE USE ONLY**

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Date received

Processed by (*name*)

Signature

Date processed