

CHANGE OF ENROLMENT FORM

STUDENT DETAILS

FAMILY NAME		FIRST NAME	
STUDENT NUMBER		MOBILE NUMBER	
ADDRESS			
EMAIL			

I WOULD LIKE TO:

<input type="checkbox"/>	CHANGE TO A DIFFERENT COURSE: GO TO SECTION 1
<input type="checkbox"/>	REMOVE ONE OR MORE COURSES FROM MY CURRENT ENROLMENT: GO TO SECTION 2
<input type="checkbox"/>	ADD ONE OR MORE COURSES TO MY CURRENT ENROLMENT: GO TO SECTION 3
<input type="checkbox"/>	CHANGE THE DATE OF THE COURSE/S: GO TO SECTION 4

SECTION 1

CHANGE TO A DIFFERENT COURSE											
ORIGINAL COURSE/S											
NEW COURSE/S											
NEW COURSE/S START DATE	<table border="1"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		

SECTION 2

REMOVE ONE OR MORE COURSES FROM MY CURRENT ENROLMENT	
COURSE/S TO BE REMOVED	

SECTION 3

ADD ONE OR MORE COURSES TO MY CURRENT ENROLMENT											
COURSE/S TO BE ADDED											
PROPOSED START DATE	<table border="1"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
COURSE/S TO BE ADDED											
PROPOSED START DATE	<table border="1"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		

SECTION 4

CHANGE THE DATE OF THE COURSE/S	
COURSE NAME	
I WOULD LIKE TO CHANGE	<input type="checkbox"/> START DATE <input type="checkbox"/> FINISH DATE
ORIGINAL DATE	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">Y</div> </div>
NEW DATE	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">Y</div> </div>

COURSE NAME	
I WOULD LIKE TO CHANGE	<input type="checkbox"/> START DATE <input type="checkbox"/> FINISH DATE
ORIGINAL DATE	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">Y</div> </div>
NEW DATE	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="font-size: 10px;">/</div> <div style="border: 1px solid black; padding: 2px;">Y</div> </div>

NOTE: Please refer to Qii's intake dates to propose a new start date. Qii reserves the right to nominate a new start date in accord to Qii's intake dates.

DETAILS: (Please provide details of why you wish to change your enrolment. Please attach any relevant evidence to this form)

STUDENT DECLARATION

By signing this form, I agree and understand that:

1. My request to change enrolment will only be approved if I maintain satisfactory course progress and have no outstanding fee.
2. I shall be liable for a \$150 Change of Enrolment Fee in order for Qii to process the request.
3. This application may require up to 7 working days to be processed, and that my application must be approved by either the Registrar or Director
4. Any change of my enrolment may have an impact on my student visa, and that I have been advised by Qii to seek advice regarding my immigration status, either from a qualified education agent or an agent of the Department of Immigration and Border Protection.

I declare that all information disclosed by me and submitted in support of this application is true and accurate to the best of my knowledge. I understand and have accepted all terms and conditions as stated above.

STUDENT'S SIGNATURE*

*If student is aged under 18, parent or suitable nominated relative must sign.

DATE

D

D

/

M

M

/

Y

Y

Y

Y

OFFICE USE ONLY

Department	Actions
Marketing Department	<p>Date received:</p> <p><input type="checkbox"/> Explained to the student that their visa may be affected.</p> <p><input type="checkbox"/> Student is aware that the change of enrolment shall incur a fee of \$150</p> <p>RECEIVED BY: APPROVED BY: DATE APPROVED:</p>
Academic Department	<p><input type="checkbox"/> No course progress issue was identified.</p> <p>APPROVED BY: DATE APPROVED:</p>
Finance Department	<p><input type="checkbox"/> Student does not have any outstanding fees.</p> <p><input type="checkbox"/> Change of enrolment fee received</p> <p>APPROVED BY: DATE APPROVED:</p>
Admissions Department	<p><input type="checkbox"/> A new Letter of Offer is issued to the student.</p> <p>APPROVED BY: DATE APPROVED:</p>
Registrar	<p><input type="checkbox"/> A new CoE is issued to the student.</p> <p><input type="checkbox"/> Student's enrolment is updated on Wisenet.</p> <p>APPROVED BY: DATE APPROVED:</p>
Student Services	<p><input type="checkbox"/> A new study schedule is issued to the student.</p> <p>APPROVED BY: DATE APPROVED:</p>

VERSION CONTROL

VERSION: 2.7	DATE APPROVED: 26/10/2017	APPROVED BY: Jasmine Haynes	POSITION: Compliance and Business Development Manager
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