



CHANGE OF ENROLMENT FORM

This Form can be used by both Domestic and International Students who are currently enrolled in a Kenvale College Course, and are seeking to change their enrolment within the College to a different course.

Section 1: Personal Details

Surname: _____ Student ID: _____ Domestic
 International
 Given name: _____ Start Date: _____

Section 2: I am currently enrolled in the following course:

Course: _____ Code: _____
 Duration: _____
 Industry Placement Hours: _____ VET Student Loans: Yes/No

Section 3: What would you like to do?

Do you wish to **change course**? Yes / No Go to Section 4
 Do you wish to **change subjects**? Yes / No Go to Section 5

Section 4: I want to change to the following course:

Course: _____ Code: _____
 Duration: _____
 Industry Placement Hours: _____ VET Student Loans: Yes/No

Section 5: Change to subjects enrolled

Please complete this section if you wish to make any changes to your original approved enrolment/current enrolment.

Discontinued Subjects

Subject Code & Name	Date	Signature	Approved by	Remarks

Additional Subjects

Subject Code & Name	Date	Signature	Approved by	Remarks

Section 6: Student Declaration

Explain in your own words the reason for your change of enrolment:

Student Signature: _____

Date: _____

Approval

Academic Department

Change of Enrolment Approved By: _____

Head of Academic Department: _____

Signature: _____

Date: _____

Quality & Compliance Department

Change of Enrolment Reviewed By: _____

Updated in Student Management System: _____

Signature: _____

Date: _____