



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.

Application Fees

Please note that students will need to pay an additional fee of \$50.00 to have a new Offer Letter issued by the Admissions Department. International Students will need to pay an additional fee of \$50.00 for a new CoE (Confirmation of Enrolment) to be issued. Please note that once a candidate completes this form and pays the applicable fees, there are no refunds available (regardless of the outcome). All fees must be paid PRIOR to any actions being taken or applications will not be considered.

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: Payment Options:

<input type="checkbox"/> Cheque	Made payable to Kenvale College
<input type="checkbox"/> Credit Card – please provide details	Card Type (please select) <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
	Card holder name/s:
	Credit card number:
	Expiry date:
<input type="checkbox"/> Bank Deposit	Bank account details: Bank Name: Commonwealth Bank Bank Address: Library Walk, Kensington NSW 2033 SWIFT code:CTBAAU2S Account name: Kenvale College BSB no. 062 303 Account number: 1006 7300

Section 7: 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: