

Student Administration

Student Progression 1800 677 095

Freecall:

Address:

Email:

c/PO Batchelor NT 0845

studentprogression@batchelor.edu.au

VETIOI - VET CHANGE OF ENROLMENT FORM INSTRUCTIONS

PURPOSE OF THIS FORM

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

MANDATORY INFORMATION

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

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

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

COURSE FEES

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

WITHDRAWAL DATES

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/



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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 - PE	RSON/	AL DETAIL	_S - All stu	udents m	ust comple	te			
Title	O Mr	O Mrs	O Ms	O Miss	O Dr	Student number			
Surname						Date of birth			
Former surname	<u>.</u>					Are you an apprentic	ce?	O Y	es O No
Given names						Phone (including area code)			
Preferred name (not a nickname)						Mobile Phone			
SECTION 2 - CO	OURSE	INFORM	ATION						
Course code						Are you changing yo course?			g your Cancelling
Course title									
SECTION 3 - CI Units to be enrolment.	_	-	_			. Please list the units you v	vould like to be	added to you	ur
Unit code	TP	Delive	ery locatio	n	Unit title		Training start date	Training end date	Unit Delivery ID
		I		ı					
SECTION 4 - SI	ENIOR L	ECTURE	R/LECTU	JRER US	EONLY				
Division									
Funding source	0 11	IJ - Recui	rent func	ling O	11K - User	choice/Apprentice	Other:		
Name									
Signature							Date		

This information will be collected and stored and used at Batchelor Institute in accordance with the Information Privacy Principles set out in the Northern Territory Information Act. If you have any queries regarding storage and collection of your information, please refer to the Institute's Privacy Statement www.batchelor.edu.au/about/information-act/privacy-statement/ or contact privacy-statement/ or contact pr

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.

			Senior lecturer/lecturer use only				
Unit code TP		Unit Title	Training start date dd/mm/yyyy	Date last attended dd/mm/yyyy	Unit complete	Participation recorded	
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
					O Yes O No	O Yes	O No
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. SECTION 6 - STUDENT DECLARATION AND SIGNATURE							
I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.							
I understand that	t I am res _i	ponsible for notifying Centrelink of the changes t	to my study loa	d where applical	ole.		
Signature of stu		e return your form to us using the contact c	letails at the t	op of the first p	Date page of this form.		
SECTION 7 - O	FFICE U	ISE ONLY					
Date received							
Processed by (na	nme)						

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Signature

Date processed