



# Application for Enrolment Amendment – Program



**Before you complete this form.....Have your personal details changed? If yes, please attach a Continuing Student Personal Details Check form.**

➤ Complete **all** relevant sections and attach supporting evidence where required.

➤ **If entire class is being dropped or added class roster must be attached.**

Student Number (If Known)																					
Family Name				Given Name				Preferred First Name				Date of Birth									
<b>PART A – Classes – Actions</b>										Drop <input type="checkbox"/>		Enrol <input type="checkbox"/>		Normal Maintenance <input type="checkbox"/>		Reason for Change - Tick in Box (Note ID)					
Career		Campus		Term		DP#		Desc		CANC		Class Cancelled		<input type="checkbox"/>							
Office Use Only														CATT		Ceased Attendance		<input type="checkbox"/>			
Subject Area & Catalogue #	Class #	Waive material fees?	Enrolment Action Reason	Refund/Credit?	SOS Date	COS Date	Did Student Attend?	Last Date Attended	Original Fund Source	New Fund Source	Original Waiver	New Waiver	DECS		Student Deceased		<input type="checkbox"/>				
		Select		Select			Select						EXMPL		Student Employed		<input type="checkbox"/>				
		Select		Select			Select						EXC		Exceptional Circumstances		<input type="checkbox"/>				
		Select		Select			Select						EXEM		Exemption		<input type="checkbox"/>				
		Select		Select			Select						IERR		Institute Error		<input type="checkbox"/>				
		Select		Select			Select						MEDI		Medical Reasons		<input type="checkbox"/>				
		Select		Select			Select						QTAC		QTAC Offer		<input type="checkbox"/>				
		Select		Select			Select						RINT		International Drop – Residency		<input type="checkbox"/>				
		Select		Select			Select						RPL		Recognition of Prior Learning		<input type="checkbox"/>				
		Select		Select			Select						TAGC		Training Agreement Cancelled		<input type="checkbox"/>				
		Select		Select			Select						TFO		Transferred Out		<input type="checkbox"/>				
		Select		Select			Select						VINT		International Drop – VISA Rejected		<input type="checkbox"/>				
		Select		Select			Select						WEB		Web Drop – Non Pay		<input type="checkbox"/>				
		Select		Select			Select						NATT		Student Drop – No Attendance		<input type="checkbox"/>				
		Select		Select			Select						SERR		Student Drop – Student Error		<input type="checkbox"/>				
		Select		Select			Select						SWAP		Use is NOTEID only		<input type="checkbox"/>				
Reason for Withdrawal:														Office Use Only – Drop Reason							
														CONV		Conversion					
														FREF		Student Drop Full Refund					
														MMAT		Refund Minus Materials					
														NREF		Student Drop No Refund					
														VREF		Variable Refund					

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

U/18 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Refund Processing Charge Applies		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Refund Granted		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Administration Officer Name			
Authorising Officer Name/Title								Signature				Date			

The Department of Education, Training and the Arts is collecting this enrolment information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Department. Only authorised departmental officers have access to this information. Your personal information may be disclosed to Commonwealth and State Government Agencies. If you are an apprentice/trainee, your personal information, attendance details, progress and results will be disclosed to your employer. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles





# Application for Refund



Queensland Government  
Department of Education, Training and the Arts

## Before you complete this form.....

- Have your personal details changed? If yes, please submit a Continuing Student Personal Details Check with this form.
- Complete **all** relevant sections
- Attach supporting evidence where required.
- An Application for Enrolment Amendment must be completed prior to submitting an Application for Refund.

## Part C – Refund Request

All refunds are subject to TAFE Queensland Institute approval and must comply with guidelines detailed in the Vocational Education, Training and Employment Regulation 2000. If classes have commenced, you may not be eligible. An administration charge will apply to some refunds. If materials have been issued material fees may not be refunded.

Student Number (If Known)											
Family Name							Given Name				
Preferred First Name							Date of Birth				
Refund payment made to:											
Contact Phone Number:											
Mailing Address							Post Code				

<input type="checkbox"/>	<b>Paid directly to bank account</b>													
	<i>If you wish to have your refund credited directly to your bank account please complete the following</i>													
BSB:							Account Number:							
Account Name							Swift Code							
Bank Name														
Bank Address							Post Code							

<input type="checkbox"/>	<b>Post Cheque</b>
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### CentrePay Deductions – It is your responsibility to cancel CentrePay deductions directly with Centerlink.

Student Signature		Date	
U/18 Parent/Guardian Signature		Date	

### Office Use Only

Refund Approval Officer Title					Refund Approval Officer Name			
Signature					Date			
Refund reason – refer to tick box on front of form								
Refund Amount					Processed by			
Refund Number								
Change of Enrolment Processed	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Processing Date			
Refund Fee Applies	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO				

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