

# Change to Enrolment Form

This form must be completed by a student and an authorised staff member in case of student changing group, transferring to another provider, withdrawing / deferring from a course or cancellation by TLC Learning.

Student Details			
Student's Name			Student ID <i>(if known)</i>
Phone			
Email address			
Course enrolled in	Code	Title	
Group <i>(if known)</i>			
Type of Change <i>(tick one box and provide details)</i>			
<input type="checkbox"/> Deferral <i>(maximum 6 months only)</i>			
From <i>(date)</i>		To <i>(date)</i>	
Re-commencement date			
<input type="checkbox"/> Change of Group	New Group:		
<input type="checkbox"/> Transfer my course to another provider			
<input type="checkbox"/> Withdrawal from the course			
Reason of Change			
<input type="checkbox"/> Personal / health	<input type="checkbox"/> Family commitments	<input type="checkbox"/> Other work/study commitments	
<input type="checkbox"/> Financial hardship	<input type="checkbox"/> Unsatisfactory attendance	<input type="checkbox"/> Unsatisfactory course progress	
Other <i>(please specify)</i> :			
Student Declaration			
I acknowledge and confirm that I have read and understood relevant policies and procedures (including Fee & Refund policy & procedure) and Student handbook. In case of deferral, I understand that if I do not recommence my studies within a six (6) month period of deferral, it may be considered as withdrawal from the course.			
Student Signature			Date

Office USE ONLY			
Change approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Authorised Staff's Name			
Authorised Staff's Sign		Date	

## Participant Transferring Out

Options provided for continuing training, which included: <ul style="list-style-type: none"> <li>Referred the participant to relevant government authorities to identify an alternative RTO who can provide Subsidised Training;</li> <li>The enrolled participant opted to remain and continue training on an alternate basis or arrangement;</li> <li>Suggested an alternative Provider.</li> </ul>	<input type="checkbox"/> Yes
Advised that statements of attainment for units completed will be sent to their mail address	<input type="checkbox"/> Yes
If the participant is an apprentice or trainee, followed the process required for the change of RTO on the training contract.	<input type="checkbox"/> Yes
Advised that student may need to complete a refund form (if applicable)	<input type="checkbox"/> Yes
Provided the exiting participant a statement of fees that included all fees applied and any fees refunded, if applicable.	<input type="checkbox"/> Yes

## Participant Deferring Training

Made every effort to assist participant to continue training where possible	<input type="checkbox"/> Yes
Permitted a deferral of no more than 6 months from the date of receipt of notice from the participant	<input type="checkbox"/> Yes
Advised participant of the fee implications of deferring their studies in accordance with the individual's relevant fee arrangements	<input type="checkbox"/> Yes
Confirmed with the participant that participants who do not recommence studies within a twelve (12) month period of deferral are considered to have discontinued their studies and course cancellation will occur.	<input type="checkbox"/> Yes

## Discontinuing Participants

Ascertained if the reason for discontinuing relates to the performance of TLC Learning	<input type="checkbox"/> Yes
Ensured that reasonable efforts are made to address concerns of the participant related to the delivery and assessment of training	<input type="checkbox"/> Yes
Advised that statements of attainment for units completed will be sent to their mail address when all outstanding fee is paid.	<input type="checkbox"/> Yes
If the participant is an apprentice or trainee, followed the process required for the change of RTO named on the training contract.	<input type="checkbox"/> Yes
Advised that student may need to complete a refund form (if applicable)	<input type="checkbox"/> Yes
Provided the exiting participant a statement of fees that included all fees applied and any fees refunded, if applicable.	<input type="checkbox"/> Yes