

CHANGE OF ENROLMENT FORM



If you are changing your enrolment in any way then this form must be completed.

INSTRUCTIONS:

Sections A & B are compulsory, as well as the signature of your School Administrator (overleaf). Please return your completed form to Student Services.

SECTION A: ALL STUDENTS

Name:

Student ID:

Campus: ☐ Henderson ☐ Christchurch ☐ Manukau ☐ Distance Learning ☐ BTC
☐ BCM ☐ Arise College ☐ Equippers College

SECTION B: LOANS & ALLOWANCES

Are you currently receiving or have you applied for a Student Loan or Allowance? ☐ Yes ☐ No

If YES the change to your enrolment may affect your eligibility for a student loan or allowance. Please contact StudyLink to confirm your eligibility.

SECTION C: CHANGE OF ADDRESS

Laidlaw requires current contact details. If details change please notify Student Services as soon as possible.

Please change my address(es) to:

Term address:

Home address:

Email address:

Mobile no.:

SECTION D: CHANGE OF COURSE(S)

A student may, on application, change their course(s). Please discuss any change of course with the Head of School or Dean. Course changes may incur academic and financial penalties. Please see the General Information and Regulations section of the relevant school's Academic Handbook and Fees Schedule for details.

Please list the courses to change:

Course Number	Course Name	Semester	Add	Delete	Distance (Y/N)	Repeat	Non-Formal
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SECTION E: WITHDRAWAL FROM QUALIFICATION OR DEFERRAL OF STUDY

Withdrawal or deferral of study may incur academic or financial penalties. Please discuss any withdrawal or deferral with the Head of School or Registrar. Please refer to the General Information and Regulations in the relevant School's Academic Handbook and Fees Schedule for details.

Qualification you are withdrawing or deferring from:

Do you intend to resume your studies in the future? ☐ Yes ☐ No ☐ Undecided

If yes, when do you intend to recommence? ☐ Sem Two 2017 ☐ Sem One 2018 ☐ Sem Two 2018 ☐ Sem One 2019

Please indicate the reason for the withdrawal or deferral:

- | | | | |
|---|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Studying elsewhere | <input type="checkbox"/> Moving town | <input type="checkbox"/> Financial | <input type="checkbox"/> Medical/health reasons |
| <input type="checkbox"/> Job commitments | <input type="checkbox"/> Personal | <input type="checkbox"/> Ministry | |
| <input type="checkbox"/> Other | | | |

SECTION F: CHANGE OF QUALIFICATION

A student may, on application, change their academic programme. Please see the General Information and Regulations in the relevant school's Academic Handbook for details. Please discuss any change of qualification with the Head of School.

CURRENT qualification you are enrolled In:

NEW qualification you intend to enrol In:

SECTION G: AGREEMENT

Declaration – I declare that the information provided by me on this form is true and correct. I understand that changes to my qualification or courses may result in academic and/or financial penalties.

Student Signature:

Date:

School Signature:

Date:

Student Services Signature:

Date:

OFFICE USE ONLY

Department:

- ☐ Student Services
☐ Finance
☐ Library

Signature:

Date:

Signature:

Date:

Signature:

Date:

- ☐ Study Contract (Artena) updated
☐ Study Code (any visa issues) resolved
☐ Course Selection to Student
☐ Copy to Finance if EV changed
☐ Copy to Distance Learning (if required)

- ☐ Credit notes/invoices issued
☐ Course Selection Form Updated
☐ Moodle Updated
☐ Payment Received