



# Change of Enrolment/Withdrawal

Use this form to add or drop courses within the same programme or to withdraw from a programme. This is usually only permitted in the first two weeks of the trimester. Adding courses is subject to availability. Withdrawal deadlines can be found on your study contract or on the WelTec website (domestic students). International students: refer to the International Student Withdrawal and Refund Policy.

**Return to:** Reception at any campus,

📞 0800 935 832

**Mail to:** Private Bag 39814, Lower Hutt 5045, or **Email:** studentadvisors@weltec.ac.nz

🌐 www.weltec.ac.nz

## 1 PERSONAL DETAILS

Legal Family Name(s)

Legal Given Name(s)

WelTec Student ID

Date of Birth

Day    Month    Year

Domestic Student

International Student

## 2 CHANGE DETAILS

Full withdrawal

Partial withdrawal

Change courses



**International Students are not permitted to study part-time.**

I wish to withdraw from the following programme/course(s):

Code	Programme / Course(s)	Trimester / Start Date
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I wish to add the following course(s) to my current programme:

Code	Programme / Course(s)	Trimester / Start Date
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**!** To change programmes, complete this form to withdraw from your current programme and also submit an enrolment / re-enrolment form for your new programme, or enrol online (domestic students only) at: [www.weltec.ac.nz](http://www.weltec.ac.nz)

### Reason for change

Financial reasons

Gained employment

Incorrect course selection

Studying elsewhere

Timetable clash

Course not what was expected

Course workload

Personal reasons

Exceptional circumstances (see back page)

Other, please specify:

**Please note:** Refunds can take up to three weeks to process and are sent to the person/organisation who paid your fees.

I will pay any additional fees by:

Bank Cheque

Internet Banking

Student Loan

EFTPOS

Credit Card

Employer

Please turn over 

## STUDYLINK

**!** Remember to inform StudyLink! (Domestic students only)

Changes to your enrolment can affect your Studylink status, e.g. you may not be able to access loans and allowances.

## 3 EXCEPTIONAL CIRCUMSTANCES (DOMESTIC STUDENTS)

If you wish to withdraw from your programme and/or one or more courses after the contract withdrawal period and you believe you have been affected by circumstances beyond your control, such as serious injury or illness, explain in full below and provide medical or other appropriate evidence (refer to the Academic Statute).

**International students:** contact an International Student Advisor for advice.

Documents attached with application

## 4 DECLARATION

**Domestic Students:** I confirm that the information provided on this form is true and accurate. I have read and understood the conditions in my Enrolment Contract. I understand if this form is received after the contract withdrawal period, I will not be eligible for a refund of fees and that I will continue to be liable for unpaid fees and course-related costs. I understand that it is my responsibility to inform StudyLink that my study details have changed.

**International Students:** I confirm that the information provided on this form is true and accurate. I have read and understood the conditions in my Offer of Place and the WelTec International Student Withdrawal and Refund Policy.

**Student**

**Date**

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Name

Signature

**Head of School / Programme Manager / Enrolment Advisor**

**Date**

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Name

Signature

**Office use only for outcome of exceptional circumstances application:**

Signed Head of School

Date

Signed Enrolment Operations

Date

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Outcome

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