

# Transfer/Change Enrolment

Use this form if you want to add or drop courses at the beginning of the trimester

**Return to:**

Reception at any Campus or **Mail to:** Private Bag 39814, Lower Hutt 5045

0800 935 832

www.weltec.ac.nz

## 1 PERSONAL DETAILS

**Legal Family Name(s)**

**Legal Given Name(s)**

**WelTec Student ID**

**Date of Birth**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year			

## 2 CHANGE DETAILS

Course details are on your enrolment contract

**I wish to withdraw from:**

Code	Programme / Courses	Trimester / Start Date

**Add the following courses:**


**Please note:** Refunds can take up to 3 weeks to process and are sent to the person/organisation who paid your fees. If the transfer/change is outside the refund period you can apply under exceptional circumstances. You must apply in writing, and provide documentary evidence, e.g. a medical certificate.

I will pay any additional fees by  Cheque  Internet Banking  Student Loan  EFTPOS  Credit Card  Employer

## 3 DECLARATION

I confirm that the information provided on this form is true and accurate. I have read and accept WelTec's withdrawal and refund policy. I understand if this form is received after the refund period for my programme I will not be eligible for a refund of fees, and 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.

**Student Signature**

**Date**

**School/SET Approved**

**Date**

OFFICE USE ONLY


Date received: ___/___/___	Fees paid: \$ _____	Academic record? Y/N	StudyLink Vos <input type="checkbox"/>
Within refund period Y/N	Amount to refund: \$ _____	Student has returned materials Y/N (School to confirm) <input type="checkbox"/>	
Transfer approved Y/N	Amount to invoice: \$ _____		
Comments:			

**Signed by ARAU Manager:**

**Date**

## TRANSFER/ CHANGE ENROLMENT POLICY

You may transfer/change your enrolment within a programme in the same academic year.

 To enrol in a different programme you need to withdraw using form SF006 and complete a new 'Application to Enrol'.

You can transfer/change your enrolment by completing this form or by sending an email to [enrolments@weltec.ac.nz](mailto:enrolments@weltec.ac.nz) stating your full name, ID and the programme/course(s) you wish to change. Ringing or telling your tutor is not sufficient.

- If your application is received within the refund period below you will be eligible for a refund of fees. No academic record will be created.
- If your application is received after the refund period you are not eligible for a fee refund. Your academic record will show "WD" for the courses you have withdrawn from.

If WelTec cancels a programme, fees paid will be refunded in full.

Course duration	Last date to withdraw with refund	Last date to Withdraw
17 weeks	10 working days from course start*	75% of course duration
32-34 weeks	20 working days from course start*	75% of course duration

### Transfers / Changes due to exceptional circumstances

If events outside your control, such as illness, accident or an unexpected change in circumstance mean you must change your enrolment, you may apply for a fee refund. You must also complete an Exceptional Circumstances form and provide detailed information and documentary evidence to support your application, e.g. a medical certificate.

#### Contact for transfers and refunds:

[studentadvisors@weltec.ac.nz](mailto:studentadvisors@weltec.ac.nz)  
0800 935 832

## WITHDRAWAL AND REFUND DATES

Courses	Courses start*	Course end	Last date to withdraw with refund	Last date to withdraw (75% of the course)
Trimester 3 2016	7 November 2016	24 February 2017	21 November 2016	30 January 2017
Full year courses 2016-17	11 July 2016	30 June 2017	8 August 2016	10 April 2017
Trimester 1 2017	6 March 2017	30 June 2017	20 March 2017	5 June 2017
Trimester 2 2017	17 July 2017	10 November 2017	31 July 2017	16 October 2017
Trimester 3 2017	13 November 2017	2 March 2018	27 November 2017	5 February 2018
Full year courses 2017	6 March 2017	10 November 2017	3 April 2017	11 September 2017

 Important note!

Withdrawals and refund dates apply to courses. The course start and end dates are listed on your Enrolment Contract.

Your enrolment may be for a full year, but if you are enrolled in trimester 1 and trimester 2 courses you must withdraw from each trimester as set out above.

\* The Course Start Date is listed in your Confirmation of Enrolment letter.

## REMEMBER TO UPDATE STUDYLINK

Changes to your programme may affect your status with StudyLink and you may not be able to access loans and allowances.

If you are not sure, talk to a Student Advisor.