

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**
Day Month Year

2 CHANGE DETAILS

Course details are on your enrolment contract

I wish to withdraw from:

Code	Programme / Courses	Trimester / Start Date	Reason

Add the following courses:

Code	Programme / Courses	Trimester / Start Date	Reason

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 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
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)
Full year courses 2018-19	16 July 2018	28 June 2019	13 August 2018	8 April 2019
Trimester 3 2018	12 November 2018	1 March 2019	26 November 2018	4 February 2019
Trimester 1 2019	4 March 2019	28 June 2019	18 March 2019	3 June 2019
Trimester 2 2019	15 July 2019	8 November 2019	29 July 2019	14 October 2019
Trimester 3 2019	12 November 2019	28 February 2020	25 November 2019	3 February 2020
Full year courses 2019	4 March 2019	15 November 2019	1 April 2019	9 September 2019

 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.