

Change of Enrolment Form

This form must be completed by a student and/or authorised staff member in case of student changing group,

Withdrawal/ deferment or cancellation by Melbourne Institute of Business and Commerce.

In all cases, this form **must** be signed by both student and authorised staff member.

Student's Details

Student Details			
Name:			
Student ID:			
Course Code			
Course Name			
Email			
Mobile No.			
Type of Change*	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Deferral / Change of group	<input type="checkbox"/> Cancellation by RTO
Reason of change*	<input type="checkbox"/> Personal / Health commitments <input type="checkbox"/> Lack of attendance <input type="checkbox"/> Financial hardship <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Other Work/Study commitments <input type="checkbox"/> Unsatisfactory course progress	<input type="checkbox"/> Family <input type="checkbox"/>

In case of Deferral /Change of Group, a re-commencement date must be provided:

Deferral dates	From (date):	To (date):
New group		Re-commencement Date

Student Declaration & Signature

I acknowledge that I have read and understood Fee & Refund policy and Student Handbook. I hereby agree to pay any applicable administration fees and an outstanding course fees.

Sign:

Date:

Office Use Only

Authorised Staff member's Name*		SMS updated by*	
Signature*		Signature*	
Date*		Date*	