

FS.01.04

ENROLMENT AMENDMENT REQUEST FORM

STUDENT TO COMPLETE

STUDENT NAME:			
DATE OF BIRTH:			
AVETA STUDENT ID:			
USI NO:			
ADDRESS:			
TELEPHONE NUMBER:		MOBILE NUMBER:	
EMAIL ADDRESS:			
CURRENT COURSE NAME:			
CURRENT COURSE START DATE:			
CURRENT COURSE LAST STUDY DATE:			
REASON FOR AMENDMENT:			
NEW COURSE NAME:			
NEW COURSE INTAKE:			
STUDENT SIGNATURE:			DATE:

OFFICE USE ONLY

RECEIVED BY:		DATE:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
COMMENTS: (AVETA staff should provide comments on the status of the student's request and provide reasons for AVETA records)		
SIGNATURE:		Date:

New Payment plan required : Yes / No	
Payment Plan created : Yes / No	Date Created:
SIGNATURE:	Date:

Up-dated on the Student management System: Yes / No	Date updated:
New Timetable required : Yes / No	
Timetable created : Yes / No	Date Created:
SIGNATURE:	Date:

Up-dated on the PRISMS System: Yes / No	
SIGNATURE:	Date updated:

Student advised of the outcome: Yes / No	Date advised:
Name of Admin Staff advising the outcome:	

Enrolment Register Updated: Yes / No	Date Updated:
Form place in Student File: Yes / No	
Staff Name:	