

## FOR OFFICE USE ONLY

Date of Receipt

Received by \_\_\_\_\_

## A ALL STUDENTS

UCOL is a polytechnic under the Education Act 1989.

## B LOANS & ALLOWANCES

## C CHANGE OF ADDRESS

## D CHANGE OF RESIDENCY OR CITIZENSHIP

If you are changing your enrolment in any way or withdrawing from any paper(s)/qualification, this form must be completed, signed and received by UCOL. Complete Sections A and B and other relevant sections, then sign and date the declaration in Section G. Return the completed, signed form to the UCOL Information Centre or Registry Services.

First Name(s)  Surname

Previous Name(s) (if applicable)

Student ID Number (if known)  Date of Birth

Are you currently receiving or have you applied for a Student Loan or Allowance? Yes  No

If "Yes", the change to your enrolment may affect your eligibility for a loan or allowance. You may wish to contact StudyLink to confirm your eligibility.

If you are receiving a Student Loan or Student Allowance, you will need to complete the Loan or Allowance Change of Circumstances form. Contact StudyLink for further details.

Please change my address(es) to:

Contact Address (Term time)

Phone - Day  Night  Cell

Permanent Address (if different from Contact Address)

Personal Email Address

To which address should we send correspondence? Contact  Permanent

Is this change of address the only reason you are completing this form?

Yes  Go to Section G No  Go to Section D

Please tick the box which best represents your change in status, and fill in the date from which this event took effect. You will need to provide proof of this change (e.g. your stamped passport, certificate of citizenship or letter of confirmation).

I am no longer a permanent resident of New Zealand Date of change

I have been granted permanent residency or citizenship of New Zealand Date of change

## E WITHDRAWAL FROM PAPER(S)/QUALIFICATION

*Note 1 - To be eligible for a partial refund (less the non-refundable portion), your withdrawal must comply with the terms of UCOL's refund policy and paper(s)/qualification withdrawal timeframe as set out in the current UCOL Admission and Enrolment Guide and Form.*

*Note 2 - There is a different refund policy for International Students. Please contact the UCOL Information Centre for further information.*

List below full details of the Paper(s)/Qualification you are withdrawing from:

Name of Paper(s)/Qualification: \_\_\_\_\_  
\_\_\_\_\_

Have you completed any papers? Yes  No

Please tick the appropriate box with your reason for withdrawal:

- |   |  |
|---|--|
| <input type="checkbox"/> Changed paper/qualification          | <input type="checkbox"/> Changed paper/qualification after UCOL advice |
| <input type="checkbox"/> Paper/qualification is too difficult | <input type="checkbox"/> Paper/programme is not what I thought         |
| <input type="checkbox"/> Studying elsewhere                   | <input type="checkbox"/> Did not mean to enrol                         |
| <input type="checkbox"/> Changed semester                     | <input type="checkbox"/> Financial                                     |
| <input type="checkbox"/> Moving town                          | <input type="checkbox"/> Going back to School                          |
| <input type="checkbox"/> Medical/health reasons               | <input type="checkbox"/> Personal                                      |
| <input type="checkbox"/> Got a job/work commitments           | <input type="checkbox"/> Going overseas/travelling                     |
| <input type="checkbox"/> Other, please state _____            |  |

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Programme Leader/Head of School Signature \_\_\_\_\_ Date / /

## F ENROLMENT INTO PAPER(S)/QUALIFICATION

*Note 1 - If the fees for the paper(s)/qualification you transfer to are higher than the fees for the paper(s)/qualification you are enrolled in and if you are transferring within the relevant period in the required manner then you agree to pay the difference in the fees to UCOL.*

*Note 2 - If your withdrawal from the paper(s)/qualification is not within the relevant refund period in the required manner, then you must pay the full fees for the paper(s)/qualification you withdraw from, and you agree to pay the full fees for the paper(s)/qualification you transfer to.*

Name of Paper(s)/Qualification transferring to (include speciality area if known)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you expect to graduate this year? Yes  No

Reason for transfer (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### International Students:

**Your enrolment is subject to you providing a certified true copy to the UCOL Information Centre of your student visa, for the paper(s)/qualification you transfer to.**

Where I am transferring to other paper(s)/qualification at UCOL or where I am changing (either by adding paper(s)/qualification) or ceasing studying some of the paper(s)/qualification I was previously enrolled in, then I agree:

- That my transfer to the paper(s)/qualification is subject to UCOL, at UCOL's sole option, confirming my enrolment.
- That the provisions of the UCOL Admission and Enrolment Guide and UCOL Admission and Enrolment Form continue to apply to me and that I am bound by that agreement except to the extent as expressly varied in this form, including, without limitation, the privacy provisions.
- That nothing in this form releases me from my agreement with UCOL as set out in the UCOL Admission and Enrolment Guide and the UCOL Admission and Enrolment Form.
- That the date of withdrawal is deemed to be that date inserted by UCOL on this form being the date of receipt of this form completed and signed by me.

I hereby declare that the information provided by me on this form is true and correct.

Student Signature \_\_\_\_\_ Date / /

Guardian Signature (if under 18) \_\_\_\_\_ Date / /

Programme Leader Signature \_\_\_\_\_ Date / /

**You have now completed this form. Please return this form to us at:  
UCOL, FREEPOST 460, PRIVATE BAG 11022, PALMERSTON NORTH**

## G AGREEMENT

*Your admission and enrolment in the paper(s)/qualification you are seeking to transfer to is subject to UCOL sending you a confirmation letter and otherwise on the terms and conditions of the UCOL Admission and Enrolment Form and Guide.*