



CHANGE STUDY MODE APPLICATION

STUDENT NAME: _____ DATE: _____

COURSE ENROLLED IN: _____

CURRENT STUDY MODE: _____

REQUEST CHANGE TO: _____

❖ **Moving from Online to Face to face study**

This change attracts extra charges and you will need to discuss this with your Careers Advisor to determine the availability of places in the desired class, and the costs involved.

❖ **Moving from Face to face to Online study**

As per the terms and conditions you (the student) have agreed to enrol to a face-to-face course with limited numbers and therefore will not be eligible for a refund or course discount due to change of mind regarding your choice of study.

❖ **Moving from full time to part time (or visa versa)**

This movement may need you to defer your enrolment until the class you desire to enter is running. Please speak to your Careers Advisor to determine the availability of places in the desired class. This may attract charges due to administration costs involved in transferring enrolments.

All students have the right to apply to make changes to their enrolment without charge on one occasion. After that, there will be an administration fee of \$250 per active course for each study mode change requested. All reasonable requests will be met. Any extenuating circumstances should be disclosed during the application to enable a fully informed decision to be made.

****Applications submitted without additional paperwork outlining extenuating circumstances may be denied****

Extenuating Circumstances may include:

- ❖ Medical Reasons
- ❖ Family/Personal Reasons
- ❖ Employment Reasons
- ❖ Disability Reasons

If any of these reasons have prevented you from attending or completing your studies, please provide supporting documentation. Examples of supporting documents could be;

- Doctor's Letter/Medical Certificate
- Statutory Declaration
- Letter from employer

RTO 31903

**Reason for Application**

Please provide a brief outline of your reasoning behind applying for a change of study mode;

Once you have completed and returned your application to admin@fitcollege.edu.au, please call Head Office on 1300 887 017 to speak to a Careers Advisor, or Education Team member.

I have supplied supporting documents with my application: _____ Initial

I hereby acknowledge that the above statement is true and accurate to the best of my knowledge: _____ Initial

Student Signature: _____ **Date:** _____

FIT COLLEGE USE ONLY		Signature
Date Received		
Payment Received		
Evidence Supplied		
APPROVED		