

### FOR OFFICE USE ONLY

Received by (name):

Date of Receipt:  DAY  MONTH  YEAR

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 "**Student Details**", a "**Loans and Allowances**", and other relevant sections, then sign and date the declaration in Section "**Agreement and Declaration**". Return the completed, signed form to the UCOL Information Centre or Registry Services.

### STUDENT DETAILS

*UCOL is a polytechnic under the Education Act 1989.*

Legal Surname:

Legal First Name(s):

Previous Name(s) (if applicable)

Student ID Number:

Date of Birth:  DAY  MONTH  YEAR

### LOANS AND ALLOWANCES

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.

### CHANGE OF ADDRESS

Please change my address to:

Contact Address (Term time):   
 POSTCODE

Contact Phone:  Day  Night  
 Mobile

Contact Email:

To which address should we send correspondence?  Hardpost  Email

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

Yes, go to **Agreement and Declaration**  No, continue to next section

### CHANGE OF RESIDENCY OR CITIZENSHIP

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:  DAY  MONTH  YEAR

I have been granted permanent residency or citizenship of New Zealand Date of Change:  DAY  MONTH  YEAR

## 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"/> Changing start date/semesters        | <input type="checkbox"/> Other, please state <input type="text"/>      |

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Programme Leader/  
Head of School  
Signature:

Date:  DAY  MONTH  YEAR

## 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):

Start date:

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.**

## AGREEMENT AND DECLARATION

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.

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.
- If applicable, I am responsible for informing StudyLink of changes and acknowledge that any changes may affect my eligibility to receive loan or allowance.

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

Student Signature

Date:  DAY  MONTH  YEAR

Guardian Signature  
(if under 18)

Date:  DAY  MONTH  YEAR

Programme Leader  
Signature

Date:  DAY  MONTH  YEAR

You have now completed this form. Please return this form to us at:

**UCOL, FREEPOST 460, PRIVATE BAG 11022, PALMERSTON NORTH**