

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 all relevant sections, then sign and date the '**Agreement and Declaration**' section. Return the completed and signed form to UCOL or email to studentregistry@ucol.ac.nz.

1 Personal Details

Legal First Name(s):

Legal Surname:

Previous Name(s) (if applicable):

Student ID Number:

Date of Birth: DAY MONTH YEAR

2 Loans and Allowances

Warning: Changes to your enrolment can impact your student loan or allowance payments. Contact StudyLink if you need advice.

3 Change of Address

Please change my address to:

Contact Address (Term time): POSTCODE

Contact Phone: Home Mobile

Contact Email:

4 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. visa, certificate of citizenship, or letter of confirmation).

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

*Please attach proof

I acknowledge that I will not be eligible for domestic fees until my next semester of study.

I have been granted citizenship of New Zealand* Date of Change: DAY MONTH YEAR

*Please attach proof

5 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 Application 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:

- Changed paper/qualification
- Paper/qualification is too difficult
- Studying elsewhere
- Changed semester
- Moving town
- Medical/health reasons
- Got a job/work commitments
- Funding issues (eg. StudyLink)

- Changed paper/qualification after UCOL advice
- Course not suitable
- Did not mean to enrol
- Financial
- Going back to School
- Personal
- Going overseas/travelling
- Too stressful

6 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 pathway if applicable):

Start date:

Do you expect to graduate this year? Yes No

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.

7 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 Application Form and Guide.

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

- i. That my transfer to the paper(s)/qualification is subject to UCOL, at UCOL's sole option, confirming my enrolment.
- ii. That the provisions of the UCOL Application Guide and UCOL Application 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.
- iii. That nothing in this form releases me from my agreement with UCOL as set out in the UCOL Application Guide and the UCOL Application Form...
- iv. That the date of withdrawal is deemed to be the date UCOL acknowledges receipt of this form completed and signed by me.
- v. If applicable, I am responsible for informing StudyLink of changes and acknowledge that any changes may affect my eligibility to receive a 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

**Academic Portfolio
Manager Signature**

Date: DAY MONTH YEAR

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

**UCOL Student Registry, Freepost 460, Private Bag 11022, Palmerston North
or email it to studentregistry@ucol.ac.nz**