



# Variation to Enrolment (Withdrawal and Transfer)

## Application Form

### Section A. Personal Details

<b>Name:</b>		
<b>Student Number:</b>		
<b>Date:</b>		
<b>Fee Arrangement:</b>	<input type="checkbox"/>	Self-Paid (Fee-for-Service)
	<input type="checkbox"/>	VET Support Loan
	<input type="checkbox"/>	NSW Smart & Skilled
	<input type="checkbox"/>	VET in Schools

**Important:** Please read the conditions applicable to your request on the following pages of this Application and sign where indicated.

### Section B. Course of Action

Please select the course of action you would like to take:

I wish to <b>WITHDRAW</b> from my enrolment(s). <b>If selected, please complete Section C.</b>	<input type="checkbox"/>
I wish to <b>TRANSFER</b> my enrolment(s)... <b>If selected, please complete Section D.</b>	Select below
<b>To another Campus.</b>	<input type="checkbox"/>
<b>To another State.</b>	<input type="checkbox"/>
<b>To another mode of study.</b> <i>Select the modality you would like to transfer to:</i>	<b>OL = Online</b> <input type="checkbox"/>
	<b>BL = Blended</b> <input type="checkbox"/>
	<b>PT = Part time</b> <input type="checkbox"/>
	<b>FT = Full-time</b> <input type="checkbox"/>

## Section C. Details of Withdrawal

If you wish to **WITHDRAW** from your enrolments, please complete this section (section C).

The course(s) / unit(s) of study from which I am wanting to withdraw is/are:			
	Program / Course Name	COSpec / UoS Code (if known)	Modality (OL, BL, PT, FT)
1			
2			
3			

\*Key: OL = Online / BL = Blended / PT = Part time / FT = Full time

Reason for Withdrawal	
<input type="checkbox"/>	1. Too far behind in studies
<input type="checkbox"/>	2. Assessment results
<input type="checkbox"/>	3. Lost interest in the course and the industry
<input type="checkbox"/>	4. Transferring to another course
<input type="checkbox"/>	5. Transferring to another training provider
<input type="checkbox"/>	6. Cultural reasons
<input type="checkbox"/>	7. Financial reasons
<input type="checkbox"/>	8. Health resources
<input type="checkbox"/>	9. Support services not adequate for me
<input type="checkbox"/>	10. Personal reasons
<input type="checkbox"/>	11. Obtained employment
<input type="checkbox"/>	12. Other reasons
<input type="checkbox"/>	Please specify:

Where relevant, I have attached evidence that supports my reason for seeking to withdraw.	
<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

## Section D. Details of Transfer

If you wish to **TRANSFER** your enrolment(s), please complete this section (section D).

Where I am seeking to transfer, I would like to transfer/move to the following course(s) or unit(s) of study:			
	Program / Course Name	COSpec / UoS Code (if known)	Modality (OL, BL, PT, FT)
1			
2			
3			

\*Key: OL = Online / BL = Blended / PT = Part time / FT = Full time

**Would you like to transfer campuses?**

<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>YES</b>
		<b>From:</b>	
		<b>To:</b>	

## Section E. Extenuating Circumstances

Please complete the section below (if applicable to you).

I believe that I have extenuating circumstances as outlined below, which I request are considered to waiver/adjust any ongoing fee liability (refer to AIF's Variation to Enrolment Policy and Procedure for details of what is considered as extenuating or special circumstances).

## Section F. Conditions of Enrolment Variations (Withdrawal)

- The decision to grant an enrolment variation is at the discretion of AIF's Head of Finance or their delegate.
- Definitions of extenuating or special circumstances may be found in AIF's Variation to Enrolment Policy and Procedure (available at: [www.fitness.edu.au](http://www.fitness.edu.au))
- Variations are permitted only once during the lifetime of an enrolment.
- Additional fees may be incurred if a Student requests a change in modality (ie. Online to On-Campus).
- This Application must be submitted at least 15 working days prior to the proposed date of variation.
- Confirmation of the enrolment variation will be communicated to you in writing within 10 working days of AIF receiving this Application.

### VSL Supported Students Only

- Students who withdraw from a Unit of Study on or before the Census day will receive a refund of their course fees if they have self-paid, or will not incur a debt if they have taken out a VET Student Loan (includes future Units of Study).
- Where withdrawal is after my course Census date, there is no refund or removal of debt unless extenuating or special circumstances apply, with consideration of these circumstances at the discretion of the Regional Manager or their delegate. Students who withdraw after the Census day of a Unit of Study:
  - will be liable for the full debt for the Unit of Study if they have taken out a VET Student Loan
  - will only be eligible for a refund or reversal of their VET Student Loan under 'Extenuating Circumstances' (refer AIF's Variation to Enrolment Policy and Procedure) and submit a completed AIF Application to Re-Credit a HELP Balance Form, with requests for re-crediting a HELP balance made within 12 months of the Census day of the Unit of Study/Part of a Course (unless AIF is satisfied the application could not be made within the time frame because of special circumstances) or within 5 years should the Student have evidence of AIF not meeting its obligations
  - Students cannot apply for a re-credit if they have successfully completed the course. Students who have not completed the course can apply for a re-credit for Units of Study where the 'Extenuating Circumstances' criteria applies and is approved by AIF's Regional Manager or delegate
  - will receive a refund of the Unit of Study fees if they have self-paid and where eligible in accordance with AIF's Refunds Policy and Procedure.
- Written notification of the Student's intent to withdraw from their studies is either by this Form completed by the Student, or this Form completed by a staff member with supporting evidence of Student's request, except where there has been no contact with the Student.
- Withdrawal effective date is the date on this Form against the Student Declaration.

### Withdrawing from an Enrolment

- Withdrawing from your program will result in your enrolment being cancelled.
- By withdrawing, you will not be able to recommence your training and assessment without re-enrolling, undertaking eligibility re-assessment and paying any applicable program fees (which may differ to those agreed to in your current Program/s).
- Before you withdraw, we encourage you to contact your Career Guru or Coach at your campus to discuss your specific situation. Your Coach will also attempt to contact you as AIF may be able to support an alternative option.
- We also suggest you review your Conditions of Enrolment Agreement and AIF's Refunds Policy and Procedure, available on our website [www.fitness.edu.au](http://www.fitness.edu.au) to review any fee liability based on your decision to withdraw and its timing.

### Satisfaction Guarantee

- To qualify for this guarantee, you must be enrolled as a Master Trainer or Massage Student on campus and fulfil all criteria as outlined on your signed "Australian Institute of Fitness 30-Day Satisfaction Guarantee" Form.
- You must make the claim in writing to your Career Guru after thirty (30) calendar days from the commencement of 'Kick Start' AND within a seven (7) calendar day period after the thirty (30) calendar days has lapsed.



**Transferring an Enrolment**

- Enrolments transferred between Campuses are only available for identical qualifications.
- Where the transfer is between campuses in different Regions:
  - A transfer fee of \$300 is payable with your Application to the Originating region.
  - You must be within your financial arrangement and the transfer is at the discretion of the receiving Campus' General Manager.
  - Transferring to another Campus is subject to availability of places at that Campus.
- The transfer fee must be paid and this completed form received by AIF before your request will be actioned. Partial and incomplete forms will not be processed.

**Appealing an AIF Decision**

- I understand that should I not agree with any AIF decision in relation to this Application, I may seek a review through following AIF's Complaints and Appeals Policy and Procedure, as posted on the AIF website: [www.fitness.edu.au](http://www.fitness.edu.au)

STUDENT DECLARATION & ACKNOWLEDGMENT			
I have read, understood and agreed to the Conditions of Enrolment Variation (Withdrawal and Transfer) above and request that my application is approved.			
<b>Signature:</b>		<b>Date:</b>	

**OFFICE USE ONLY - VARIATION TO ENROLMENT**

<b>Student Name:</b>			
<b>Student Number:</b>			
<b>Program/Course Name:</b>			
<b>Extenuating Circumstances Apply:</b>	<input type="checkbox"/> YES	<b>Regional Manager Signature:</b>	
	<input type="checkbox"/> NO	<b>Date of Review:</b>	
<b>[If applying to transfer] Application Fee Received:</b>	<input type="checkbox"/> YES		
	<input type="checkbox"/> NO		

<b>REFUND / PAYMENT DETAILS</b>	
<b>Program Start Date:</b>	
<b>Cancellation Date:</b>	
<b>Student Liability:</b>	<input type="checkbox"/> 100% liable (no refund) <input type="checkbox"/> 20% liable <input type="checkbox"/> 10% liable
	<input type="checkbox"/> Other:
<b>Total Investment:</b> (as per Online Enrolment Form)	<b>\$</b>
<b>Total Receipts to Date:</b>	<b>\$</b>
<b>Total Refund to be Paid:</b>	<b>\$</b>
<b>Credit Amount* (if any):</b>	<b>\$</b>
<i>*Credit applies to:</i>	enrolment.
<b>AUTHORISED BY:</b>	
<b>DATE:</b>	
Notification Date to Student:	
Notification Mode to Student (copy on aXc):	

**REFUND VIA**

<input type="checkbox"/>	<b>Bank Account</b>
	<b>BSB #:</b>
	<b>ACC #:</b>
	<b>ACC Name:</b>

**VARIATION AND PAYMENT AUTHORISATION**

<b>Name of Authorising Team Member:</b>	
<b>Signature of Authorising Member:</b>	
<b>Date Authorised:</b>	