

## VARIATION TO ENROLMENT FORM

- Please complete the following Credit Card Authorization Form and return it to CTIC.
- 2% Surcharge applies. \* 4% on Amex
- Email to [admissions@casstraining.com.au](mailto:admissions@casstraining.com.au), [student.services@casstraining.com.au](mailto:student.services@casstraining.com.au) or [info@casstraining.com.au](mailto:info@casstraining.com.au)

| PERSONAL DETAILS             |                            |                         |  |
|------------------------------|----------------------------|-------------------------|--|
| Student ID                   |                            | Date                    |  |
| Given Name                   |                            | Family                  |  |
| Email Address                |                            |                         |  |
| Contact Number               |                            |                         |  |
| VARIATION DETAILS            |                            |                         |  |
| Name of Current Course/Class |                            |                         |  |
| Current Session              | Morning / Evening/ Weekend | Name of Teacher/Trainer |  |
| Name of New Course/Class     |                            |                         |  |
| New Session                  | Morning / Evening/ Weekend | Preferred Start Date    |  |
| Reason for Request           |                            |                         |  |

Information we will consider when evaluating transfer request:

1. Entrance requirements for new course.
2. Academic performance to date.
3. Length of time in current course.
4. Rationale for requesting transfer.
5. Places available in the course into which you wish to transfer.

I understand that additional fees will be incurred and undertaken to pay these in the usual manner. I also understand that additional textbooks may be required and undertake to obtain these.

| SIGNATURE |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |

|   | For the Attention Of | Action  | Comments         | Action | Signature |
|---|----------------------|---|------------------|--------|-----------|
| 1 | AM                   | Approved/Not Approved                                       |                  |        |           |
|   | AM                   | New Class: Morning/Evening/Weekend<br>Teacher:              |                  |        |           |
| 2 | SSO                  | Course Fee Change: Yes/No                                   | Yes/No           |        |           |
| 3 | SSO                  | Database updated  |                  |        |           |
| 4 | AM                   | Relevant teachers informed<br>Request forms filled          |                  |        |           |
| 5 | Accounts             | Fees: Paid/Unpaid/No Change                                 |                  |        |           |
| 6 | Admissions           | Accounts informed: Yes/No<br>New CoE issued; forward to SSO | Yes/No<br>Yes/No |        |           |