

## STUDENT REQUEST FORM

To be filled out by the student and submitted to Student Services Officer. Please note, for some services, fees may be applicable.

STUDENT DETAILS			
Full Name		Student ID	
E-mail Address		Contact Number	
Address			
Agent Name		Agent's E-mail Address	
REQUEST DETAILS			
<b>Change of Personal Details</b>			
<input type="checkbox"/> Change of residential/postal address	<input type="checkbox"/> Change of contact number		
<input type="checkbox"/> Change of email address	<input type="checkbox"/> Change of emergency contact name and number		
<input type="checkbox"/> Change of agent	<input type="checkbox"/> Other		
Details:			
<b>Document Request</b>			
<input type="checkbox"/> Enrolment letter	<input type="checkbox"/> Record of academic results		
<input type="checkbox"/> Replacement certificate/Statement of attainment	<input type="checkbox"/> Holiday letter		
<input type="checkbox"/> Records of Tuition fees	<input type="checkbox"/> Replacement of ID card		
<input type="checkbox"/> Other			
Details:			
<b>Appointment Request</b>			
<input type="checkbox"/> Additional tutorial support	<input type="checkbox"/> Request for reassessment		
<input type="checkbox"/> Request for Resubmission	<input type="checkbox"/> LLN Support Session		
<input type="checkbox"/> Student welfare counselling	<input type="checkbox"/> Other		
Details:			
<b>Variation to Enrolment Request</b>			
<input type="checkbox"/> Change of Session - Go to A	<input type="checkbox"/> Change of Course - Go to A		
<input type="checkbox"/> Change of Break - Go to B (ELICOS only)	<input type="checkbox"/> Deferral Request - Go to C		
<b>A. Name of Current</b>			
Course/Class _____			
Current Session _____		Last Date of Study _____	
<b>Name of New Course/Class</b> _____			
New Session _____		Preferred Starting Date _____	
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.

**B.**

Current Break Dates \_\_\_\_\_ New Break Dates \_\_\_\_\_  
 Reason \_\_\_\_\_

- Option 1. I do not want to add more weeks at the end of my course.  
 Option 2. I want to add \_\_\_\_\_ weeks at the end of my course and finish the course on \_\_\_\_\_

**C.**

Name of Current Course/Class \_\_\_\_\_  
 Reason for Deferment \_\_\_\_\_  
 Deferment Start Date \_\_\_\_\_ Return Date \_\_\_\_\_

Please attach any relevant supporting documentation (i.e., medical certificate, death certificate, etc.).  
 This application will only be assessed once all documents have been submitted. The CTIC requires the right to ask for any additional documentation if necessary. This application will be processed within 10 working days.

\*Completion of this form does not mean the deferment has been approved.

I have read the information given in [CTIC Schedule of Fees and Charges\\*](#) and 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: \_\_\_\_\_ Date \_\_\_\_\_

\* CTIC Schedule of Fees and Charges is available on <http://ctic.com.au/wp-content/uploads/2021/12/CTIC-Fees-and-Charges-2022.pdf>

Additional Statement of Attainment Fee		\$50	Non-Refundable
RPL Assessment Fee per Unit		\$750	Non-Refundable
RPL Assessment Application Fee		\$250	Only Available Prior To The Start Date/ Non-Refundable
Replacement Transcript/Certificate/Statement of Attainment Fee		\$100	\$100 per qualification/ statement of attainment/ Non-Refundable
Re-Assessment/Late Submission Fee		\$250	\$250 per Subject /Non-Refundable
Repeating an Entire Subject		\$350	\$350 per Subject/ Non-Refundable
Cambridge Test Fee		\$365	FCE or CAE
Variation to Enrolment Fee	Change of Session	\$100	Non-Refundable
	Change of Course	\$200	Non-Refundable
	Change of Break	\$200	Non-Refundable (Applicable for ELICOS Courses only)
	Deferment	\$200	Non-Refundable
Tuition fee Late Payment Charges		\$110	\$110 per Week /Non-Refundable
Withdrawal Fee		\$350	No documents (this includes Certificate, Diploma or Statement of Attainment) will be issued until course fees and Cancellation Administration Fee (\$350) has been paid in full/ Non-Refundable
Credit Card Fee		4% AMEX and 2% Visa, MasterCard	

**OFFICE USE ONLY**

- Approved  Not Approved

Date of Approval:

Date of Refusal:

Approved by:

Refused by:

If not approved (reason/s):