



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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APPLICATION TO CHANGE ENROLMENT OR PROGRAMME STATUS
OPTION B: CHANGE TO ENROLMENT STATUS
(DURATION OF STUDY FULL TIME OR PART TIME)

Please print the section for the Option you are applying for.

Option B: Change to Enrolment Status (duration of study - Full time or Part-time)

Please forward the completed Form(s) to Faculty Support. Your application will be considered by the Education Sub-committee (ESC). Approval is not guaranteed.

Please note: Students are not permitted to enrol in more than one programme of study at a time. Wellpark College will give priority to students wishing to undergo a full-time programme of studies. All students who enroll in a programme at Wellpark College of Natural Therapies (studying full time or part-time) are required to complete the qualification within the timeframes stated on the Wellpark College website.

The Application to change from Full-time to Part-time requires a separate Application for Deferral to be attached to this Form.

Fees: A non-refundable administrative fee of \$75 must be paid before your application to change.

Once the application is approved and processed, your student status will change on Moodle, please ensure that you download and keep any documents from Moodle BEFORE returning this Form. Speak to the Librarian if you have any concerns. All programmes must still be completed within required time frames.

The change to enrolment status will mean your attendance is monitored differently, and you are required to read the Student Handbook to find out how.

The change to enrolment status may affect your Student Loan. You are required to advise Studylink of any change to enrolment status.

Transfer of fees between programmes is NOT possible.

NO refunds will be given on any courses enrolled in (even those which have not yet begun) after day 8 of the commencement of your Programme.

ONE-ON-ONE AND GROUP ADDITIONAL SUPPORT

The College does not charge mandatory fees for weekly academic support that includes PD101, PD103, Academic clinic and scheduled tutorials, however, students wishing to obtain one-on-one additional support outside of what is provided by the College may book and pay for sessions with an external academic support contractor (Education Advisor has a range of contact details). Whilst Wellpark College may offer guidelines to these contractors, Wellpark College accepts no responsibility for the provision of additional support or fees charged.

OPTION B:

CHANGE TO ENROLMENT STATUS – DURATION OF STUDY (FULL TIME OR PART-TIME)

All Sections of this form must be completed before processing

STUDENT NAME: STUDENT ID:

NAME OF QUALIFICATION:DATE:/...../.....

COURSES I WISH TO CHANGE INCLUDE:

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SIGNATURE:

I would like to Change my Enrolment Status (Full time or Part-time) to (Full time or Part-time)

From: To:

The Application to change from Full-time to Part-time requires a separate Application for Deferral to be attached to this Application. Fees free to Deferral will be waived. The change to enrolment status may affect your Student Loan.

What are your reasons for changing?

- I am struggling with learning online
- I am struggling with learning in the classroom
- Change in personal circumstances
- Other reason

Please provide details about your reasons:

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STUDENT TO COMPLETE

Please attach or provide details as appropriate including College Student Support Services dates and Programme Leader responses – these will have been recorded on the Student Filemaker record (SMS)

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What College Student Support Services did you utilise before requesting to change Enrolment Status. Please note that the application may be denied if the student is not engaging with College Student Support Services.

- FREE student counselling sessions
- Weekly Academic Clinics
- Meeting(s) with Programme Leader

PROGRAMME LEADER TO COMPLETE

Programme Leader comments with rationale for changing Please ensure you discuss with the student any impacts on course delivery including attendance monitoring.

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Management requires this Form to be approved prior to a change from Full time to Part-time

Manager Signature is required before going to Education Subcommittee

Manager Signature

Date

Education Subcommittee meeting date **Education subcommittee approval** Y / N

Comments

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ESC Chair name and signature

ADMINISTRATION USE ONLY

Faculty Support (FS) and Accounts Administrator (AA) complete the following tasks and date and initial beside each task when completed.

- FS Notify Enrolment Advisor (initial.....) (date.....)
- FS Notify relevant tutors (initial.....) (date.....)
- FS Notify the student of the outcome and follow up-processes (initial.....) (date.....)
- FS notify Accounts Administrator to generate Invoice (amount.....) (initial.....) (date.....)
- AA Accounts administrator to notify Faculty Support on Payment of Fee
- AA to advise management about Fulltime to Part-time status adjustment (Deferral)
- FS Change student details on student file (SMS) correctly (initial.....) (date.....)
- FS Upload this Form to the student's file on the SMS (initial.....) (date.....)
- FS Ask the Librarian to change the students Moodle status for relevant courses (initial.....) (date.....)

Faculty Support name: Signature:

Accounts administrator name: Signature: