

# MADEC Australia

## Personal Details or Enrolment Variation Form



**VARIATION TO :**  Personal Details  Enrolment Details (Please complete selected section as per below)

Student ID:		Date of Birth:			
Student Surname:		Student First Name:			
Address at Enrolment:	Street :	Town/City:	State:	Postcode:	
Postal Address at Enrolment:		Town/City:	State:	Postcode:	

### VARIATION TO PERSONAL DETAILS

Title:	<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS				
Surname:		Home PH:			
First Name:		Work PH:			
Residential Address:		Mobile No:			
Postal Address:		Email address:			
Employer /Company: (if applicable)		Employer Address: (if applicable)			

### VARIATION TO ENROLMENT DETAILS

UNITS TO BE MODIFIED					OFFICE USE ONLY				
ADD UNIT									
UNIT Code	Unit Name	Nominal hour	Date effective	Tuition Cost per nominal hour	Resource Cost	Total Unit Cost to be charged	Packaging rules checked against changes. Changes confirmed, checked and updated in VETTRAK by:  ..... (print name)  Signature: .....  Date: .....		
<b>Unit/s Added TOTAL</b>						<b>\$</b>			

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<b>REMOVE UNIT</b> (Only complete if a unit is to be deleted – otherwise a <b>withdrawal form</b> must be complete for any commenced units to be changed)							
UNIT Code	Unit Name	Nominal hour	Date effective	Tuition Cost per nominal hour	Resource Cost	Total Unit Cost to be refunded	
<b>Unit/s Removed TOTAL</b>						\$	
<b>Formula:</b> <small>For a negative amount a refund will be arranged or +positive amount a new invoice will be raised for difference</small>		<b>Total of new unit/s cost:</b>	\$	<b>Subtract - Total of removed unit/s cost:</b>	\$	<b>Total =</b>	\$
<b>Trainer/Assessor Signature:</b>				<b>Date:</b>			
<b>Student Signature:</b>				<b>Date:</b>			
<b>Employer signature</b> (if applicable):				<b>Date:</b>			

Variation to Enrolment – On Campus/Classroom/Flexible Delivery		
Status Changed to (please tick)		
<input type="checkbox"/> Enrolled ON Campus/Classroom	<input type="checkbox"/> Enrolled OFF Campus/Classroom	
Reason for Change:		
Student enrolment changed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Administration Signature		