



Coursework – Change of Enrolment

Use this form for **all** course and unit changes.

To change personal or contact details, please use the MCD Change of Personal Details form.

STUDENT ID:	PREFERRED NAME (optional):
GIVEN NAMES:	FAMILY NAME:
RTI (e.g: UFT):	COURSE COMMENCED (YEAR):
CURRENT COURSE (Eg: MDiv):	Please tick: UP-FRONT <input type="checkbox"/> or FEE-HELP <input type="checkbox"/>

All students to complete: Are you a student studying at MCD on a **Visa**? Please circle YES or NO

If YES, please tick **one** of the following: Student Visa Occupational Trainee Visa

Religious Worker Visa Other, please specify.....

Please tick one of the boxes below.

Change of Units: Please ensure that every unit code clearly shows the unit **Level** and **Discipline**.

Units to ADD					
Semester 1 or 2 (e.g: S1)	<input type="checkbox"/> OR <input type="checkbox"/>	If Intensive unit specify start date (e.g: Int – 1.3.11)	Unit Code	Unit Name	RTI

Units to WITHDRAW					
Semester 1 or 2 (e.g: S1)	<input type="checkbox"/> OR <input type="checkbox"/>	If Intensive unit specify start date (e.g: Int – 1.3.11)	Unit Code	Unit Name	RTI

Further options and signatures overleaf.

Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)

COURSEWORK - CHANGE OF ENROLMENT (Continued)

- Leave of Absence - Please specify leave dates: From / /..... to / /.....
- Defer commencement of study - Please specify dates: From / /..... to / /.....
- Change of RTI. New RTI:
- Withdrawal from Course (e.g.: BTheol, GradDipTheol, etc). Course name:

You must fill in the following changes with assistance from your home RTI Coursework Coordinator.

- Course Transfer. New course name:
FEE-HELP applicants must submit a new Request for FEE-HELP assistance if changing from one course of study to another.
Course transfers can only be requested prior census dates OR after unit/s are complete with results.
Are all units from previous degree to be transferred over? Yes or No
If No, please indicate which units are to be transferred:
.....
.....

- Transfer unit/s amongst existing MCD courses.
Attach details. For instance, print Academic Transcript from TAMS, highlight the relevant unit/s and indicate the course to which these units are to be transferred.
A unit transfer can only be requested prior to the relevant census date OR after the unit result is published.

Where relevant, attach documentary evidence to support your request.

This form MUST be signed by the Coursework Coordinator of your home RTI.

Students are not to send this form directly to MCD. Incomplete forms will not be processed.

Signature of Student: Date: / /.....

RTI Coursework Coordinator Approval

For changes affecting end dates, please confirm new expected end date: / /.....

Is the new course an exit award? (i.e: will student graduate with the new award?) Yes or No

Any Comments: _____

Name: _____ Signature: _____ Date: ____ / ____ / ____

RTI Registrar

Information checked by, for completeness in each section of this form (eg: is Y or N circled re visa query?). If not, please complete prior sending to MCD.

Data entered in TAMS by(RTI data entry staff member) Date: ____ / ____ / ____

**The information you have provided in this form will remain confidential and will be kept securely.
It will only be used for the purposes of admission to the MCD.**

Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)

COURSEWORK - CHANGE OF ENROLMENT (Continued)

PAYMENT AUTHORISATION FORM FOR TUITION FEES FOR ADDITIONAL UNITS

TUITION FEES FOR STANDARD 15-POINT UNIT IN 2011:

Undergraduate: \$981 Graduate/Postgraduate: \$1,308

Please note that tuition fees may vary from year to year.

UPFRONT FEES

If you are paying your tuition fees upfront, attach cheque or money order or include credit card authorisation.

If a third party is paying your fees, include with this application a letter or official confirmation from the third party accepting responsibility for payment of fees. Payment for all current semester units must be included. See below for Upfront payment options. A Tax Invoice will be subsequently sent to you for your records. Please note that students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.

NAME OF STUDENT:

Is your method of payment the same as your previous enrolment? Please circle YES or NO

METHOD OF PAYMENT

UPFRONT FEES – please tick and complete relevant sections:

Cheque/Money Order enclosed for \$_____ - payable to your home RTI if you are an undergraduate student from an RTI other than UFT; otherwise, payable to Melbourne College of Divinity , or

A third party is paying for my tuition fees. I include with this application a letter or official confirmation from the third party accepting responsibility for payment of my fees.

Name of third party/organisation _____

Credit Card Authorization

Amount to be debited \$_____ Indicate date to deduct from credit card DD / MM / YYYY

Visa/Mastercard _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _ Card Expiry date MM / YY

Signature _____ Name on Credit Card: _____

I am already a FEE-HELP student for this course.

Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)