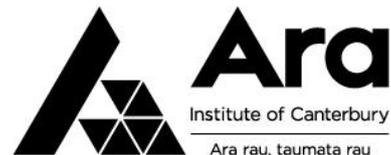


Pro Rata Enrolment Form



Pro rata enrolments may be actioned in a limited set of circumstances. See APP504b Guidelines for Pro Rata Enrolment.
Complete Section 1 of this form then arrange a meeting with the Programme Manager who will complete Sections 2 and 3 below.

Section 1: Student to Complete

Personal Details

| | |
|-------------------|----------------------|
| Family Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Preferred Name | <input type="text"/> |
| Student ID Number | <input type="text"/> |

Section 2: Programme Manager to Complete

Checklist

The course is longer than one term in duration

 Yes No

The student will attend less than 75% of the standard course

 Yes No

Programme Manager confirms academic appropriateness of reduced attendance (late start)

 Yes No

Student is advised that there is no refund available from a late enrolment (late start)

 Yes No

Course Details

| Course Code | Course Name | Pro Rata Calculation |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section 3: Student and Programme Manager to Complete

Signatures

| | | | |
|-------------------|----------------------|------|----------------------|
| Student | <input type="text"/> | Date | <input type="text"/> |
| Programme Manager | <input type="text"/> | Date | <input type="text"/> |

For Office Use Only

| | |
|-----------------|----------------------|
| Start Date | <input type="text"/> |
| Finish Date | <input type="text"/> |
| % Fee Reduction | <input type="text"/> |