

Change of Enrolment

A Change of Enrolment request is when a student would like to make any generic (drop or add) changes to their current enrolments that does not fall under any of the already specified request types.

When approving these requests, it is important to consider the following:

- Any impact that this request change will have for the student and their ongoing education within Unitec.
- The student's **proven capability** to successfully achieve this course.
- **Any possible implications** that will affect the student from achieving success.
- If the enrolment into the course affect the student's current papers in any way.
An example of this will be a time clash.

Clear notes by the APM will need to be provided in the change request that supports either the approval or decline of the course.

The student will be notified via email upon a change request being declined.