

Request to Re-enrol into a Subject Already Completed

Students must provide a satisfactory reason and satisfy the College Director, where they wish to re-enrol into a subject they have previously, successfully completed.

First Name: Surname:

CIT Number: CIT Phone Number:

Email:

Program enrolled in:

Subject Code/CRN: Subject Title:

It has been over 5 years since I previously completed this subject and I wish to update my skills.

State your reason for applying to enrol for a second time (even though you have already successfully passed this subject):

By ticking this box you agree that the above information is correct and you agree that the personal information on this form is being collected under the principles of the *Information Privacy Act 2014* (ACT) to enable processing of your enrolment and associated services. The information you provide may be disclosed to other government agencies or where required by law.

By ticking this box you acknowledge you agree to pay the fees associated with this enrolment. CIT, at its discretion, may decide to charge full-fees for any second enrolment where the student isn't able to provide a valid reason to support the re-enrolment.

Student Signature: Date:

Office Use Only

Recommended Not Recommended

Comments:

Director Name: Date:

Director Signature:

Entered on CRM by: Date entered: CRM No:

TRIM Container No: