CHANGE OF ENROLMENT

According to the Department of Education, Science and Training (DEST), programs cannot be changed and courses cannot be added after the Census Date. This means your enrolment must be finalised by 31 March for first semester or 31 August for second semester.

1 PERSONAL DETAILS

Student number

Name

title

family name

given names

Pre-change program name

Code

2 DETAILS TO BE CHANGED - Please indicate all changes clearly

1 PROGRAM CHANGE (see note A, B and C over page)

Change program to

Code

in

Semester 1

or

Summer Semester

Semester 2

IMPORTANT: Any change of program by HECS-liable students must be accompanied by a new HECS Payment Options Declaration at the time of the change, otherwise your enrolment may be cancelled.

2 PROGRAM ATTENDANCE CHANGE (see note C over page)

Change attendance to

Full-time

Part-time

in

Semester 1

or

Summer Semester

Semester 2

Full-time = 75% or more of the normal program work load.

3 PLAN (Major / Field of study / Department / Area of study)

Add/change plan to

4 CANCEL/REINSTATE ENROLMENT (see note B and D over page)

Please cancel total enrolment

in

Semester 1

or

Summer Semester

Semester 2

Please reinstate previously cancelled enrolment

5 CAMPUS LOCATION

Please add/change campus to

6 TO ADD COURSES (see notes A, B and C on this page)

(Please take note of Advice regarding changes of enrolment below, regarding late additions and additions.) Att. = Course Attendance (I = Internal, E = External); CS = Campus/Location.
The following Administrative Charge for late enrolment applies. See Enrolment Guide for due dates.

• $50 up to and including Census Date

Advice Regarding Changes of Enrolment

A

Administrative Charge

The following Administrative Charge for late enrolment applies. See Enrolment Guide for due dates.

• $50 up to and including Census Date

B

Changes involving the addition or substitution of courses and/or change or reinstatement of program may be made free of charge by the due date. Such changes after the due date must be approved in the space below by the lecturer and Dean (where applicable) and must be accompanied by payment of an appropriate administrative charge or this form will be returned to you unprocessed.

C

If a change of enrolment means an increase in student services charge or tuition fees or an increase in liability under the Higher Education Contribution Scheme and you have opted for up-front HECS payment, then additional up-front payment must be made at the time the change is lodged or an extra administrative charge is payable.

D

Students totally cancelling enrolment for a semester or year should consult the program rules in the appropriate Studies Book or the Faculty Office regarding time limit and interruption provisions. Students seeking fee refunds should consult Revenue Section on 3365 2328.

E

Cancellation of first semester or year long courses after 30 April and of second semester courses after 30 September counts as failure for exclusion purposes unless the Dean of your Faculty determines otherwise on the basis of a statement which may be made in the space below or be attached to this form together with supporting documents, e.g., medical certificate. Fees liability and liability under the Higher Education Contribution Scheme remains.

F

Statement of exceptional circumstances:

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________________________________________________________________________________

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