



## Application for Enrolment Change

### 1. Personal and program details

Family name  University ID **U**

Given names  Student type:  Domestic  International

Program/degree name

### 2. Course changes

|                 | Course code<br>(e.g. POLS1002) | Class number<br>(e.g. 3574) | Semester/<br>Session | Course Name          | Lecturer<br>(if required) |
|-----------------|--------------------------------|-----------------------------|----------------------|----------------------|---------------------------|
| courses to add  | <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"/>      |
|                 | <input type="text"/>           | <input type="text"/>        | <input type="text"/> | <input type="text"/> | <input type="text"/>      |
| courses to drop | <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"/>      |
|                 | <input type="text"/>           | <input type="text"/>        | <input type="text"/> | <input type="text"/> | <input type="text"/>      |

Are you dropping all courses for this semester/session?  Yes  No

If yes, have you completed an Application for Program Leave/Withdrawal form?  Yes  No  
(If you are dropping all courses for this semester or session you may be required to apply for program leave or program withdrawal. Please see the back of this form for further information)

Reason for variation

### 3. Student declaration—Signature

I certify that the information supplied by me on this form is complete and true. I have read the information relating to enrolment variations found on the second page of this form and understand the implications of varying my enrolment in relation to failure and Commonwealth Support/fee liability for courses.  
(Please note that you must tick 'yes' to this statement for your application to be processed and that ticking 'yes' on this electronic form is the legal equivalent to signing your signature on a paper form)

Yes  Date   
DD/MM/YYYY

### 4. Office use only

|           | DA 1   | DA 2   | ASQO/Australian Awards | Processed on system  |
|-----------|--|--|------------------------|----------------------|
| Approved  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |                        |                      |
| Name      | <input type="text"/>                                     | <input type="text"/>                                     | <input type="text"/>   | <input type="text"/> |
| Signature | <input type="text"/>                                     | <input type="text"/>                                     | <input type="text"/>   | <input type="text"/> |
| Date      | <input type="text"/>                                     | <input type="text"/>                                     | <input type="text"/>   | <input type="text"/> |



## Application for Enrolment Change

### Please read these notes before completing the form

#### Who should apply?

Students are expected to manage their enrolment for each semester/session themselves wherever possible. This form is only to be used if you are unable to modify your enrolment using ISIS due to deadlines or restrictions.

#### When should this form be submitted?

**IMPORTANT:** Students enrolling in Semester 1 and 2 must register their initial enrolment for the academic year by the last working day in January (for Semester 1) and the last working day in June (for Semester 2). Once enrolled, students are permitted to adjust their enrolment until the following deadlines:

#### Adding courses:

| When  | Result  |
|---|---|
| by the first day of the second week of semester | normal enrolment  |
| on or before the course Census Date             | student will be enrolled by their College with approval from the Delegate Authority |

#### Dropping courses:

| When   | Result  |
|--|---|
| on or before the course Census Date                                      | no grades or penalties will apply   |
| After Census Date until the end of the ninth week of semester            | student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees |
| After the ninth week of semester until the last teaching day of semester | student will receive a WN grade (Withdrawal With Failure) and be liable for the tuition fees    |

#### Where should the form be submitted?

This form is submitted directly to the relevant College Office.

#### What else do you need to know?

**Acknowledgement:** Students will not receive any acknowledgements when this form is processed. It is your responsibility to check your enrolment record on ISIS and ensure it is correct. Failure to advise Student Central in a timely manner of inaccurate enrolment may have serious academic, administrative or financial consequences.

**Dropping all courses:** If you are an international student and do not intend to study for a full half academic year (January - June or July - December) or more then you will need to apply for Program Leave. If you wish to cancel your program, you will need to apply to withdraw from your program. Application forms for Program Leave and Program Withdrawal are available for completion at <http://students.anu.edu.au/manage/forms/>.

**Fees:** Students who drop a course after the course Census Date will be liable for the tuition fees for that course. If you drop a course before the course Census Date and have already paid the fees for that course, you can apply for a refund of fees here <http://students.anu.edu.au/fees/refunds.php>. HECS-HELP students need to be aware that any change to their enrolment as a result of this application may affect their Commonwealth Supported Student Contribution.

#### Course Census Dates are:

|   |  |
|---|--|
| <b>Semester 1 courses:</b>                          | 31 March   |
| <b>Semester 2 courses:</b>                          | 31 August  |
| <b>Summer/Autumn/Winter/Spring Session courses:</b> | Check your course on the website <a href="http://programsandcourses.anu.edu.au/">http://programsandcourses.anu.edu.au/</a> |

**Austudy/Abstudy or Youth Allowance:** Students in receipt of an Austudy/Abstudy or Youth Allowance should be aware that a withdrawal/cancellation of their enrolment may affect their eligibility for the allowance.

**International students:** International students must maintain 100% study load as a part of the conditions of their student visa. In most programs 100% study load is equal to 24 units per half academic year.

**Key Dates Guide:** For further details on enrolment requirements, refer to the Key Dates Guide. Copies of the Key Dates Guide are available at Student Central and College Offices. The complete version of the Key Dates Guide is available online at <http://students.anu.edu.au/manage/dates.php>.

Students must check their student email account regularly.

Official and important University information is sent to student email accounts only.