



## Application for Enrolment Change

### 1. Student Details

Family Name  Student Number U

Given Name  Student Type  Domestic  International

Program/Degree Name

### 2. Course Changes

	Course code (e.g. POLS1002)	Class number (e.g. 3574)	Semester/ Session	Course Name	Lecturer (if required)
courses to add					
courses to drop					

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

If yes, have you completed an Application for Program Leave/Withdrawal form?  
(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)  Yes  No

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	Australia Awards	Processed on system
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name				
Signature				
Date				



## Application for Enrolment Change

Please read these notes before completing the form

### Use of this form

Students are expected to manage their enrolment for each semester/session themselves wherever possible. This form should only be used if you are unable to modify your enrolment using ISIS due to deadlines or restrictions. This form should not be used for applying for course enrolment overload (more than 24 units in a half year period) or for international students requesting a reduced study load.

### Enrolment Deadlines

**IMPORTANT:** Students are expected to be aware of all enrolment deadlines and Census dates for any courses they are enrolled in or intend to enrol in. Generally, students are permitted to adjust their enrolment until these deadlines:

#### **Adding courses:**

When	Result
By the first day of the second week of semester	Normal enrolment, students should use ISIS where possible
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

However, students should also check the following websites to confirm specific dates:

*Census Dates:* <https://www.anu.edu.au/students/program-administration/program-management/census-dates>

*Programs & Courses:* <http://programsandcourses.anu.edu.au/>

### Where should the form be submitted?

This form should be submitted directly to the relevant Academic College for your program. If you are enrolled in a Flexible Double Degree and have two Academic Colleges for your program you will need to submit this form to both Colleges.

### Where else do you need to know?

**Outcomes:** Students may not receive an email advising them of the outcome 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. More information is available at:

<https://www.anu.edu.au/students/program-administration/program-management/program-leave-international-coursework-student>

If you wish to cancel your program, you will need to apply to withdraw from your program. More information is available at:

<https://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-an-international>

<https://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-a-domestic-coursework>

**Fees:** Students who drop a course after the course Census Date will remain 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://www.anu.edu.au/students/program-administration/fees-payments/fee-refunds>.

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.

**Services Australia payments:** Students who receive payments from Services Australia (formerly Centrelink) in relation to their study should be aware that a withdrawal/cancellation of their enrolment may affect their eligibility for payment(s). If you have questions about potential impacts please contact Services Australia.

**International student unit load:** International students must maintain a 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. If you are trying to vary this 100% study load (i.e. reducing your study load) you should not use this form. Information on how to apply for a Reduced Study Load is available at:

<https://www.anu.edu.au/students/program-administration/program-management/reducing-your-study-load-as-an-international>

**University Calendar:** For further details on enrolment deadlines, refer to the University Calendar:

<https://www.anu.edu.au/directories/university-calendar>

**Students must check their student email account regularly. Official and important University information is sent to student email accounts only.**