



Student Administration Services
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Application for Non-Award Summer School Enrolment

ANU College of Business and Economics (ANU Students)

- Before completing this form, read the instructions on the back. Completed forms to be submitted to the ANU College of Business and Economics (Building 24).
- All students should check their enrolment on [ISIS](#).

1. Student Details

Family Name & Initials: University-ID: **U**

Mailing Address:
 (Have you updated on ISIS?)
 State Postcode
 Country if Outside Australia

Email:

Phone: day ()
 evening ()
 mobile
 Fax: ()

2. Are you: (✓ Tick one)

- an international student? Yes No
- an Undergraduate student? Yes No
- a Postgraduate student? Yes No

3. Program Details

Program Name: Program Code

4. Courses

Course Code (Students may undertake no more than two courses)	Course Class No. (if known)	Course Name
<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"/>

5. Student Declaration

I certify that the information supplied by me on all parts of this enrolment form is complete and correct. I am aware that up-front tuition fees will be charged for all courses. I agree to abide by the Rules and Statutes of the University. I understand that the information about me held by the University will be used by the University in accordance with the [Statement to Students on Confidentiality of Personal Information](#).

I am aware that I must check the outcome of this application on ISIS and withdraw by 9 January 2009 if I do not wish to undertake the course/s I am enrolled in.

Student's Signature: Date:

ACTION COMPLETED – OFFICE USE ONLY

(✓ Tick one) Approved Not Approved

Name (print):
 Signature:
 Delegated Officer

Date:

Date Entered:

See over ⇨

IMPORTANT – PLEASE READ

This form should be completed by all continuing ANU students seeking enrolment in ANU College of Business and Economics Summer School courses. The form should be submitted to the College Office by **5 December 2008** prior to the commencement of the Summer School (January/February).

Please do not use ISIS to enrol online in Summer School courses.

Check with the College Office for further information.

COMPLETING THE FORM

Program Codes

List your current program of study. If you are unsure of your program codes, check with your College Office or the Undergraduate Handbook.

Course Details

Course Code: 8 character alpha/numeric code eg BUSN3014
Course Class Number: Class number (if known) of the course in which you wish to enrol.
Course Name: Print full name of unit eg Principles of Taxation Law

Course Enrolment

Students may undertake no more than two courses in Summer School, and sit a maximum of two exams including any Semester 2 supplementary or special exams. If students have to take two supplementary or special exams in January or February 2009, they are not permitted to undertake any Summer School courses.

Withdrawal Dates

Students enrolled in Summer School courses will be permitted to withdraw without failure up to, and including, the last official day of teaching/formal classes for the course. Thereafter, a fail grade (N or NCN) will apply. A withdrawal from a Summer School course prior to Census Date will be deemed to have been a non-effective enrolment and the course will not appear on academic transcripts. Withdrawals after the Census Date, **9 January 2009**, will incur a fee liability and a grade of WD for the course.

To withdraw from a course an *Enrolment Variation* form must be completed and lodged with the appropriate Program Authority (College Office) for consideration/approval.

Payment of Tuition Fees

BPAY is the University's preferred option for payment of all tuition fees. Should you be unable to pay your fees using the BPAY service, or you do not wish to use this preferred payment method, the University will continue to accept posted payments and faxed credit card authorisations. Students required to pay their Summer School tuition fees by the commencement date of their first Summer School course should consult the website at www.anu.edu.au/sas/fees/index.php for the appropriate BPAY reference code to use.