

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 **4 December 2009**. The outcome of this application for enrolment in Summer School will appear on ISIS during the third week of December. Students must check ISIS to confirm their enrolment.

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 BUSN1001
Course Class Number: Class number (if known) of the course in which you wish to enrol.
Course Name: Print full name of unit eg Business Reporting and Analysis

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 2010, 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, **8 January 2010**, 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 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 paying 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.