

## 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. Submit completed forms to the ANU College of Business and Economics (Bldg 24). Email: [summerschool.cbe@anu.edu.au](mailto:summerschool.cbe@anu.edu.au)
- All students should check their enrolment on [ISIS](#).

<b>1. Student Details</b>														
Family Name & Initials: <input style="width: 90%;" type="text"/>	University-ID: U <input style="width: 100%;" type="text"/>													
Mailing Address: <input style="width: 90%;" type="text"/> (Have you updated on ISIS?)	Phone: day ( ) <input style="width: 90%;" type="text"/> evening ( ) <input style="width: 90%;" type="text"/> mobile <input style="width: 90%;" type="text"/> Fax: ( ) <input style="width: 90%;" type="text"/>													
State <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	Postcode <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>													
Country if Outside Australia <input style="width: 90%;" type="text"/>														
Email: <input style="width: 90%;" type="text"/>														
<b>2. Are you: (✓ Tick one)</b>														
• an international student?	Yes <input type="checkbox"/> No <input type="checkbox"/>													
• an Undergraduate student?	Yes <input type="checkbox"/> No <input type="checkbox"/>													
• a Postgraduate student?	Yes <input type="checkbox"/> No <input type="checkbox"/>													
<b>3. Program Details</b>														
Program Name: <input style="width: 90%;" type="text"/>	Program Code <input style="width: 100%;" type="text"/>													
<b>4. Courses</b>														
<i>Course Code (Students may undertake no more than two courses)</i>	<i>Course Class No. (if known)</i>	<i>Course Name</i>												
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<b>5. Student Declaration</b>														
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 <a href="#">Statement to Students on Confidentiality of Personal Information</a> . I am aware that I must check the outcome of this application on ISIS and withdraw by 6 January 2012 if I do not wish to undertake the course/s I am enrolled in.														
Student's Signature: <input style="width: 90%;" type="text"/>	Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td> </tr> </table>		D	D	M	M	Y	Y	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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ACTION COMPLETED – OFFICE USE ONLY														
(✓ Tick one)    Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>														
Name (print) : <input style="width: 90%;" type="text"/> Signature: <input style="width: 90%;" type="text"/> Delegated Officer														
Date: <input style="width: 90%;" type="text"/>														
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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 **2 December 2011**. 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 (e.g. Bachelor of Commerce). 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 2012, 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, **6 January 2012**, 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](http://www.anu.edu.au/sas/fees/index.php) for the appropriate BPAY reference code to use.