

Application for Non-Award Re-Enrolment

This form should only be used if you have been enrolled at ANU in a Non-Award program in the last 6 months and wish to enrol in the following semester as well.

Please read all notes on Page 3 before completing this form.

1. Category of Application:

Non-Award (Cross-Institutional) Non-Award (Tuition Fee Paying)

Level of Study:

Undergraduate Graduate

NOTE: Cross-Institutional students *must* complete the attached 'Home Institution Approval Form' or attach a letter from your home institution in its place which confirms all requested information.

2. Personal Details

Family Name: Uni ID: **U**

Given Names: Phone (Day):

Student Type: Australian Citizen Permanent Resident International Mobile:

3. Enrolment Request

	Course Code <small>(eg POLS1002)</small>	Class Number <small>(eg 3574)</small>	Semester /Session	Year	Course Name
Adds	<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"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Student Declaration

- I wish to be considered for enrolment in the courses I have listed on this form;
- I have read the notes on page 3 of this form;
- I certify that the information supplied by me on this form is complete and true;
- I understand that I am liable to pay the full tuition fee amount upfront for each course I enrol in non-award (unless otherwise verified by home institution for cross-institutional students).

Student's signature:

Date:

OFFICE USE ONLY

DELEGATED AUTHORITY 1

(✓ Tick one) Approved Not Approved

Name (print):

Signature:

Date:

DELEGATED AUTHORITY 2

(✓ Tick one) Approved Not Approved

Name (print):

Signature:

Date:

OFFICE OF POLICY AND REGULATION (OPAR)

Name (print):

Signature:

Date:

PROCESSED ON SYSTEM – COLLEGE OR ENROLMENTS STAFF

Name (print):

Signature:

Date:



Enrolments – Student Administration Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

25/06/09
 Email: enrolments@anu.edu.au
 Phone: +61 2 6125 3339
 Fax: +61 2 6125 8830
 Web: www.anu.edu.au/enrolments

Application for Non-Award Re-Enrolment: Home Institution Approval Form

This form is for use by Australian Citizens or Permanent Residents applying for cross-institutional re-enrolment at this University.
 It is used to provide approval from the applicant's home institution and is supplied for your convenience.
 A letter from your home institution can be used in place of this form.

STUDENT TO COMPLETE

Personal Details

Family Name: Date of Birth:

D	D	M	M	Y	Y

Given Names: Phone (Day):

Proposed Non-Award ANU Courses

Course Code <small>(eg POLS1002)</small>	Class Number <small>(eg 3574)</small>	Semester /Session	Year	Course Name

Signature: Date:

D	D	M	M	Y	Y

HOME INSTITUTION TO COMPLETE

Fee Authorisation

The following authorisation is to be completed by a Fees officer of the home university:

Is this student eligible at his/her home university to pay HECS-HELP/FEE-HELP? Yes No

Please specify the year that the student commenced their current degree:

Signature (Fees Officer): Date:

D	D	M	M	Y	Y

Cross-Institutional Approval

Approval is given for this student to undertake the nominated course(s) at ANU.

On successful completion of the course(s), credit will be given to the student's academic program at this University.

Name of University Officer:

Position:

Name of University:

Signature:

Date:



Application for Non-Award Re-Enrolment

Please read these Notes before completing the form.

Who should apply?

This form is for use by continuing non-award students (including cross-institutional students) who have been enrolled at ANU in the last six months and wish to re-enrol in non-award courses at ANU for the next semester.

Applicants who have not previously been enrolled as non-award students at ANU must submit the *Application for Non-Award Admission* available at www.anu.edu.au/sas/forms

When should this form be submitted?

The deadlines to submit this form are as follows:

Re-Enrolment for Semester 1, 2011	28 January 2011
Re-Enrolment for Semester 2, 2011	24 June 2011
Re-Enrolment for Non-Standard Sessions (Summer/Autumn/Winter/Spring Sessions)	By arrangement with the College/Faculty/School/Centre

NOTE: A \$125 late fee will be charged if this form is submitted after the above deadlines.

Where should the form be submitted?

This form should be submitted to Student Administration Services (SAS) in the Pauline Griffin Building (11).

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 SAS in a timely manner of inaccurate enrolment may have serious academic, administrative or financial consequences for you.

Cross-Institutional Students: You must include approval and fee verification from your home institution. A form has been enclosed for your convenience. A letter from your home institution can be considered in place of this form.

Fees: Non-Award students are required to pay the full tuition fee amount upfront.

Cross-Institutional Non-Award students must provide evidence of HECS-HELP/FEE-HELP eligibility at your home institution (by completing the 'Home Institution Approval Form' attached, or in the form of a letter from your home institution) to receive HECS-HELP/FEE-HELP eligibility at ANU. If the appropriate evidence cannot be provided then full upfront tuition fees will be charged.

Students applying for Summer Session courses in the College of Law or College of Business & Economics should contact the respective College Student Office for advice about fee liability.

Students must check their student email account regularly.

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

For further details on enrolment requirements, refer to the *Quick Reference Student Enrolment and Administrative Procedures (SEAP) Guide*. Copies of the *Quick Reference SEAP Guide* are available at Student Administration Services and College Offices. The complete version of the SEAP Guide is available online at www.anu.edu.au/sas/seap.