



## Application for Enrolment Variation

### 1. Personal and program details

Family name	<input type="text"/>	University ID	<input type="text" value="U"/>
Given names	<input type="text"/>	Email address	<input type="text"/>
Student type:	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	Phone/mobile
Program/degree name	<input type="text"/>		

### 2. Course changes

	Course code (e.g. POLS1002)	Class number (e.g. 3574)	Semester/ Session	Course Name	Instrument/ Workshop (Music and Art students)	Lecturer (if required)
courses to add	<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"/>
courses to drop	<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"/>

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

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

Reason for variation

### 3. Student declaration

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.  Yes

(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)

Date

DD/MM/YYYY

### 4. Office use only

	DA 1	DA 2	OPAR/AUSAID	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 Variation

### Please read these notes before completing the form

#### Who should apply?

Students are expected to manage their enrolment for each semester/session themselves wherever possible. This form is only to be used if you are unable to modify your enrolment using ISIS due to deadlines or restrictions.

#### When should this form be submitted?

**IMPORTANT:** Students enrolling in Semester 1 and 2 must register their initial enrolment for the academic year by the last working day in January (for Semester 1) and the last working day in June (for Semester 2). Penalties will apply after those deadlines. Once enrolled, students are permitted to adjust their enrolment until the following deadlines:

#### Adding courses:

When	Result
by the last day of the second week of semester	normal enrolment, no penalties
on or before the course Census Date (requires written permission from the lecturer and College)	Student will be enrolled upon payment of a late enrolment fee

#### Dropping courses:

When	Result
on or before the course Census Date	no grades or penalties will apply
on or before the end of the tenth week of semester	student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees
on or before the last teaching day of semester	student will receive a WN grade (Withdrawal With Failure) and be liable for the tuition fees

#### Where should the form be submitted?

This form can be submitted either directly to the relevant College Office or to Student Administration at the Student Exchange (building X-005).

#### 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.

**Dropping all courses:** If you are withdrawing from all courses in a semester/session, ISIS will not let you drop the final course. If you 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. If you wish to cancel your program, you will need to apply to withdraw from your program. Application forms for Program Leave and Program Withdrawal are available for download at [www.anu.edu.au/sas/forms](http://www.anu.edu.au/sas/forms). If you wish to drop the final course of your semester/session after the Census Date you should seek advice from the relevant College Office or Student Administration as penalties may apply.

**Fees:** Students who drop a course after the course Census Date will be 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 using the application form at [www.anu.edu.au/sas/fees/application\\_for\\_fee\\_refund.pdf](http://www.anu.edu.au/sas/fees/application_for_fee_refund.pdf) (the form is also available from Student Administration in the Student Exchange). 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 liability and Student Learning Entitlement (SLE). For more information on your SLE balance log on to [www.goingtouni.gov.au](http://www.goingtouni.gov.au) and select 'myUniAssist'. You will need your Commonwealth Higher Education Student Support Number (CHESSN) to log in.

#### Course Census Dates are:

<b>Semester 1 courses:</b>	31 March
<b>Semester 2 courses:</b>	31 August
<b>Summer/Autumn/Winter/Spring Session courses:</b>	Check the website <a href="http://info.anu.edu.au/StudyAt/ListCourseFees.asp">http://info.anu.edu.au/StudyAt/ListCourseFees.asp</a>

**Austudy/Abstudy or Youth Allowance:** Students in receipt of an Austudy/Abstudy or Youth Allowance should be aware that a withdrawal/cancellation of their enrolment may affect their eligibility for the allowance.

**International students:** International students must maintain 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.

**SEAP Guide:** 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](http://www.anu.edu.au/sas/seap).

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