

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 dates:

ADDING:

- end of the second week of semester
- end of the fourth week of semester with permission of the lecturer and College plus payment of a late fee

DROPPING:

- on or before the 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

NOTE: Penalties and late fees will apply after certain dates and deadlines for adding and dropping. Please refer to the *Quick Reference Student Enrolment and Administrative Procedures (SEAP) Guide*, or visit www.anu.edu.au/sas/seap for the complete version of the SEAP Guide.

Where should the form be submitted?

This form can be submitted either directly to the relevant College Office, or 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.

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. 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 SAS, as penalties may apply.

Fees: Students who drop a course after the Census Date for that semester/session will be liable for the tuition fees for that course. If you drop a course before the 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 (the form is also available from SAS in the Pauline Griffin Building). HECS-HELP students need to be aware that any change to your enrolment as a result of this application may affect your Commonwealth Supported Student Contribution liability and Student Learning Entitlement (SLE). For more information on your SLE balance log on to www.goingtouni.gov.au and select 'myUniAssist'. You will need your Commonwealth Higher Education Student Support Number (CHESSN) to log in.

Census Dates are:

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

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.

**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.

