



Application for Enrolment Variation

*This form should only be used if you are unable to vary your enrolment on ISIS.
 (Please read the Notes on Page 2)*

1. Personal Details

Family Name: Uni ID: **U**

Given Names: Phone (Day):

Student Type: Local International Mobile:

2. Current Program Details

Program (Degree) Name:

3. Course Changes

	Course Code <small>(eg POLS1002)</small>	Class Number <small>(eg 3574)</small>	Semester /Session	Course Name	Instrument/ Workshop <small>(Music & Art Students)</small>	Lecturer <small>(If Required)</small>
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"/>

Drops	<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 of enrolment for this semester/session? Yes No

If Yes, have you completed an *Application for Program Leave/Withdrawal from Program* form? Yes No

Reason for variation:

4. Student Declaration

I certify that the information supplied by me on this form is complete and true. I have read the information on the back of this form and understand the implications in regard to failure and Commonwealth Support/fee liability for courses.

Student's signature: Date:

OFFICE USE ONLY

OFFICE OF POLICY AND REGULATION (OPAR)

Name (print):

Signature:

Date:

ENROLMENTS — STUDENT ADMINISTRATION SERVICES

Name (print):

Signature:

Date:

DELEGATED AUTHORITY 1

(✓ Tick one) Approved Not Approved

Name (print):

Signature:

Date:

DELEGATED AUTHORITY 2

(✓ Tick one) Approved Not Approved

Name (print):

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 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 *Student Enrolment and Administrative Procedures (SEAP) Guide* for a complete listing of deadlines and penalties, or visit www.anu.edu.au/sas/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 normally not let you drop the final course. If you wish to drop the final course before the Census Date of that semester/session you must apply for Program Leave or Withdraw from your program by submitting an *Application for Program Leave/Withdrawal from Program* form to your College Office or SAS for approval. 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 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 following form: 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: 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 full-time enrolment as a part of the conditions of their student visa. To maintain a full-time status you must be enrolled in a minimum of 18 units for a semester.

**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 *Student Enrolment and Administrative Procedures Guide*. Reference copies of the SEAP GUIDE are available at Student Administration Services in the Pauline Griffin Building (11), all College/Faculty/School/Centre offices and on the website www.anu.edu.au/sas/SEAP_guide.