

## Enrolment Variation Form Business Process

Enrolments – August 2007

**Description:** Enrolment variation refers to students altering the courses that they are enrolled in.

**How:** Enrolment Variation Forms are available from Student Administration as well as College offices, some school offices and other admin centres. The form is also available online at: [http://www.anu.edu.au/sas/forms/enrolment\\_variation.pdf](http://www.anu.edu.au/sas/forms/enrolment_variation.pdf).

**When:** Enrolment Variation Forms are to be used when a student cannot change their enrolment on ISIS. This may be because the course that they are enrolling in requires permission from the College, or it may be because the deadline to enrol has passed and the student can no longer change his/her enrolment on ISIS. Wherever possible students should be encouraged to use ISIS to vary their enrolment.

**Where:** Enrolment Variation Forms may be submitted to Enrolments or the relevant College/area office.

**Late Fee:** Normally, students who wish to change their enrolment after the Friday of week two are charged a late fee of \$50.

### Process

1. Form is either submitted to Student Administration or College/area Administration Office. If the form is submitted to Student Administration it is forwarded to College/area for approval.
2. Form is forwarded to Student Administration by College/area with approval/declination clearly signed off by appropriate delegate.

If approved by College/Area:

3. Student is added/dropped from the course(s) on Student 21 by Enrolments staff.
4. Paperwork is filed with Student Records

If declined by College/Area:

3. Paperwork is filed with Student Records