



## Enrolment Variation Form

Student Name: \_\_\_\_\_ PTC No: \_\_\_\_\_ ACT No: \_\_\_\_\_  
 Course: \_\_\_\_\_  Full-Time  Part-Time

**NB The Academic Dean should be consulted when completing this enrolment variation form.**

Please tick all that apply:

- Upfront Fee    Local Student    FULL Withdrawal → Apply for suspension of candidacy?  Yes  No  
 FEE-HELP    Overseas Student    Changing Course ⇒ To: \_\_\_\_\_

Please tick one box below: Timing of Withdrawal

<input type="checkbox"/> BEFORE Feb 26 + Full refund of tuition fee + Adding/substituting units permitted free of charge	<input type="checkbox"/> Feb 27 to Mar 30 + Full refund of tuition fee OR FEE-HELP loan adjusted + Variation fee (CANNOT be charged on FEE-HELP) ⇒ Withdrawal = \$370 per unit ⇒ OR Add/Substitution = \$125 per change	<input type="checkbox"/> Apr 1 to 25 + NO refund/NO FEE-HELP adjustment + Adding new units not permitted + Receive "W" grade on transcript for withdrawn unit	<input type="checkbox"/> AFTER Apr 26 + NO refund/NO FEE-HELP adjustment + Adding new units not permitted + Receive "FW" grade on Transcript for withdrawn units
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\*For penalty dates applying to **Intensives** please speak to the Registrar

Please list in the table below the subject(s) from which you wish to **WITHDRAW**

Unit Name	Unit Code

Please list in the table below the subject(s) you wish to **ADD** to your enrolment

Unit Name	Unit Code

**Reason for Variation:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have updated my enrolment form    Yes     No   
 (It is your responsibility to update your enrolment form.)

Signature of Student..... Date.....  
 (NB **ONLY** the student may sign this form – no proxy signatures will be accepted)

Approval by Academic Dean..... Date.....

Date Received _____	<b>OFFICE USE ONLY</b>
<input type="checkbox"/> <b>BEFORE ADMINISTRATION DATE</b> <input type="checkbox"/> ACT form/Notify ACT <input type="checkbox"/> Update fees/New FEE-HELP <input type="checkbox"/> Notify Lecturer <input type="checkbox"/> Issue New CoE <input type="checkbox"/> Full WD – Cancel CoE	
<input type="checkbox"/> <b>BETWEEN ADMINISTRATION &amp; CENSUS DATE</b> <input type="checkbox"/> ACT form/Notify ACT <input type="checkbox"/> Update fees/ NewFEE-HELP <input type="checkbox"/> Notify Lecturer <input type="checkbox"/> Issue New CoE <input type="checkbox"/> Full WD – Cancel CoE	
<input type="checkbox"/> <b>AFTER CENSUS DATE</b> <input type="checkbox"/> Notify ACT (W/FW result) <input type="checkbox"/> No refund <input type="checkbox"/> Notify Lecturer <input type="checkbox"/> Issue New CoE <input type="checkbox"/> Full WD – Cancel CoE	
<input type="checkbox"/> Issue Admin Invoice Withdrawal \$370 x _____ unit/s = \$ _____ Variation \$125 x _____ unit/s = \$ _____	