### 1. Personal and program details

- **Family name**: 
- **Given names**: 
- **University ID**: U
- **Email address**: 
- **Student type**:  
  - Domestic
  - International
- **Program/degree name**: 

### 2. Course changes

<table>
<thead>
<tr>
<th>Course code (e.g. POLS1002)</th>
<th>Class number (e.g. 3574)</th>
<th>Semester/Session</th>
<th>Course Name</th>
<th>Instrument/Workshop (Music and Art students)</th>
<th>Lecturer (if required)</th>
</tr>
</thead>
</table>

**Courses to add**

**Courses to drop**

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

(Please see the back of this form for further information)

### 3. Student declaration—Signature

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.  

(Although it is not necessary to sign this form, you may choose to do so if you wish to do so. Your signature will be scanned and used to verify your application.)(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)

Reason for variation

### 4. Office use only

<table>
<thead>
<tr>
<th>DA 1</th>
<th>DA 2</th>
<th>OPAR/AUSAID</th>
<th>Processed on system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Name**

**Signature**

**Date**

---

Enrolments Office
Division of Student Administration
Student Exchange (Building X-005)
The Australian National University
Canberra ACT 0200 Australia

[drss.anu.edu.au](http://drss.anu.edu.au)

SAS1 10–08-11
E: enrolments@anu.edu.au
T: +61 2 6125 3339
F: +61 2 6125 8830

CRICOS Provider Number: 00120C
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:

<table>
<thead>
<tr>
<th>Adding courses:</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>by the last day of the second week of semester</td>
<td>normal enrolment, no penalties</td>
</tr>
<tr>
<td>on or before the course Census Date</td>
<td></td>
</tr>
<tr>
<td>(requires written permission from the lecturer and College)</td>
<td>Student will be enrolled upon payment of a late enrolment fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dropping courses:</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>on or before the course Census Date</td>
<td>no grades or penalties will apply</td>
</tr>
<tr>
<td>on or before the end of the tenth week of semester</td>
<td>student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees</td>
</tr>
<tr>
<td>on or before the last teaching day of semester</td>
<td>student will receive a WN grade (Withdrawal With Failure) and be liable for the tuition fees</td>
</tr>
</tbody>
</table>

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. 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. 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 and select 'myUniAssist'. You will need your Commonwealth Higher Education Student Support Number (CHESSN) to log in.

Course Census Dates are:

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

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.

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