

INSTRUCTIONS

You should use this form if you need to add or drop a course after the deadline to finalise your enrolment online, has passed. Please see **Key Dates** on myUNSW to check the relevant deadline.

- Complete all required details below and overleaf
- Sign endorsement overleaf: you must read the endorsement declaration before signing
- Obtain relevant Course and Program Authority approvals.

Incomplete applications cannot be accepted.

* ATTENTION STUDENT VISA HOLDERS:

International Student Visa Holders are required to maintain enrolment in at least 24 Units of Credit each major semester. At least 18 Units of Credit must be on campus, face-to-face contact courses to comply with visa conditions. Please note online courses are not considered face-to-face contact.

GUIDELINES

ADDING COURSES

- The deadline for adding courses is the end of the first week of the teaching period in which the course is offered. See **Key Dates**.
- After the deadline you must use this form to **apply** to add courses (proof of previous attendance may be required)
- **After the deadline to add courses has passed, if your enrolment is approved, a late enrolment penalty fee of \$250 per course may apply.**
- If you have not finalised your enrolment by the relevant census date and get approval to add a course, you will be enrolled as a full fee paying student and no Commonwealth assistance will be available. Please refer to the Schedule of Tuition Fees for further information <https://my.unsw.edu.au/student/fees/ScheduleTuitionFees.html>

DROPPING COURSES

- Courses can be dropped online via myUNSW, without financial penalty, up until the census date of the relevant teaching period.
- Students dropping a course after the relevant census date will **retain full tuition liability** for that course. There are no exceptions.
- Courses can be dropped online via myUNSW without academic failure up until Sunday of Week 7 of standard 12 in 13 week teaching periods (excluding breaks) and up until the census date for all other teaching periods. See myUNSW **Key Dates** for further information.
- Where special circumstances apply, students can apply to drop a course without penalty after the census date. See further information here: <https://student.unsw.edu.au/special-permission-withdraw-course-without-penalty>

REASONS

Outline your reasons for late variation of enrolment and attach supporting evidence if applicable:

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Never Stand Still

SECTION 1: PERSONAL DETAILS

| | |
|------------------|---|
| Family Name: | Given Name: |
| Student ID: | Are you studying on an International Student Visa? Please tick <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>*If you ticked YES you should maintain enrolment in at least 24 Units of Credit each main teaching period</small> |
| Date of Birth: | Email: will be sent to your student email account |
| Mailing Address: | |
| | |
| Telephone: | |

SECTION 2: PROGRAM DETAILS

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|---------------|---------------|--------------------|
| Program Code: | Program Name: | Commencement Date: |
|---------------|---------------|--------------------|

SECTION 3A: ADD CLASSES

| Course Code: eg. BIOS1000 | Class No. eg. 1234 | Teaching Period + Year (TP1 2014) | Course Name | Office Use Only | | | |
|------------------------------|-----------------------|--------------------------------------|-------------|-------------------------------|-----------------------------|--------------------------------|-----------------------------|
| | | | | Course Authority: Approved | | Program Authority: Approved | |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Course Authority: Name: _____ Signature: _____ Ext: _____ Date: _____

Program Authority: Name: _____ Signature: _____ Ext: _____ Date: _____

Please note: Classes may be approved to be added after the relevant teaching period census, but **only as a full fee paying enrolment**. Please see the "Adding Courses" section overleaf for further information.

* International Student Visa Holders should read the INSTRUCTIONS section overleaf.

SECTION 3B: DROP CLASSES

| Course Code: eg. BIOS1000 | Class No. eg. 1234 | Teaching Period + Year (TP1 2014) | Course Name | Office Use Only | |
|------------------------------|-----------------------|---|-------------|--|--|
| | | | | Course Authority: Approved | Program Authority: Approved |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Course Authority: Name: _____ Signature: _____ Ext: _____ Date: _____

Program Authority: Name: _____ Signature: _____ Ext: _____ Date: _____

Course/Program Authority Comments:

Please note: Courses can be dropped online via myUNSW without academic failure up until Sunday of Week 7 of standard 12 in 13 week teaching periods (excluding breaks) but you will retain financial liability for the course(s). For all other teaching periods there is no separate drop without academic penalty date. Courses should be dropped by the census date of the relevant teaching period to avoid academic and financial penalty.

SECTION 4: ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student Signature: _____

Date: _____

Application forms not signed by the student cannot be accepted.