

# Domestic Current Student Change of Course Form



UNIVERSITY OF  
**CANBERRA**

AUSTRALIA'S CAPITAL UNIVERSITY

Please complete this form if you are a domestic student re-applying to the University of Canberra (UC).

If you are a recent UC graduate or discontinued student please use the Domestic Application Form.

Or apply online at <https://www.canberra.edu.au/applicant/connect/webconnect>

Please print clearly and tick the relevant boxes. Submission details are found on Page 2.

## PERSONAL DETAILS

Please provide your University of Canberra student ID

Last year of studies

Preferred title

 Mr

 Mrs

 Miss

 Ms

 Dr

 Other

Family Name

Gender

 Male

 Female

Given Names  
(First Names)

Date of birth

 DD / MM / YYYY

## PERSONAL CONTACT DETAILS

### Mailing Address

Address

  


Telephone (BH)

Telephone (AH)

Town/Suburb

Mobile

State

Postcode

Email

### Residential Address *(please complete if different to mailing address)*

Address

  


Town/Suburb

State

Postcode

## CURRENT COURSE

Please list the course you are currently enrolled into at the University of Canberra.

Course Code	Course Name

## COURSE PREFERENCE

Please visit the UC website: [www.canberra.edu.au/courses](http://www.canberra.edu.au/courses) for correct course names and codes.

Course Code	Course Name	Semester	Year

For current students it is your responsibility to ensure that your Government Statistics are correct. You can change your Government Statistics page on OSIS or by completing a Government Statistics form.

**I have read the Privacy Statement and the Declaration on the back of this form and agree with these conditions.**

Student  
Signature

Date

 DD / MM / YYYY

## Privacy Statement

The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities. After you leave the University, the University may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University.

They include the following:

- \* We inform Centrelink of your enrolment details if you are receiving payments;
- \* We release statistical information to the Department of Education, Employment and Workplace Relations (DEWR) as noted on your Government Statistics form;
- \* We disclose the personal information you have given in this application to DEWR. DEWR will collect and store this information for use in connection with the Higher Education Information Management System (HEIMS) for the purpose of allocating a Commonwealth Higher Education Student Support Number (CHESSN) to you;
- \* We tell the Australian Taxation Office (ATO) about your HELP liabilities;
- \* When your award is conferred, your name will be published in the record of proceedings for the conferring of awards, unless you request otherwise;
- \* We may publish your examination results and the award of a prize or scholarship, unless you request otherwise;
- \* Your data may be included in aggregate socio-economic data by the university for planning purposes;
- \* If you are an overseas student or permanent resident we give the Department of Immigration and Citizenship (DIAC), the Australian Agency for International Development (AUSAID) and DEWR certain information which we are required to release;

- \* If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- \* If you apply to transfer to another tertiary institution we may release to that institution or a tertiary admission centre information about your academic progress at this University.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

**Phone:** 1300 301 727 (Australia)  
+61 (0)2 6201 5308 (International)

**Email:** admissions@canberra.edu.au

## Declaration

I am aware that submission of an incomplete application may delay or eliminate consideration of my application. I declare that all the information I have provided, to the best of my knowledge, is complete and correct.

I understand that the giving of false or misleading information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. As detailed in the Privacy Statement, I authorise the University to supply any relevant official records to government bodies.

I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State Government agencies in accordance with the University's obligations under the ESOS Act 2000 and the national code, available from [www.dewr.gov.au](http://www.dewr.gov.au). These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Universities Australia, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise University of Canberra to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that University of Canberra is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

*The University reserves the right to change any of the details contained in this document*

If you are a current UC Staff Member or UC College Student please indicate your staff or college ID Number:

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Staff / College (Please Circle)

## SEND YOUR APPLICATION TO:

**Admissions Office**  
University of Canberra  
ACT 2601  
Australia

T 1300 301 727  
F +61 (0)2 6201 5040  
E admissions@canberra.edu.au

Australian Government Higher Education Registered Provider Number:  
University of Canberra (CRICOS) # 00212K  
University of Canberra College (CRICOS) # 01893E