



Enrolment Amendment Form

This form must be submitted to the Student Centre in building 1, B150

Enrolment Amendment Type (please tick one or more boxes):

In order to lodge this form you must meet the criteria as outlined in the section 'Special Circumstances'. Students will be advised as to the outcome of this within 28 days on submitting this form.

- Late Addition of a Unit** - If you wish to add a unit after the enrolment deadline (Census date) for the current or previous teaching period.
- Waive Late Enrolment Fee** - If you have incurred a late fee for the current teaching period and wish to appeal this.
- Late payment Fee** - If you have incurred a fee for late payment of tuition fees and wish to appeal this.
- Late Withdrawal of a Unit** - If you wish to withdraw from a unit after the deadline (Census date) for the current or a previous teaching period (within 1 academic year).
- Apply for a Remission of HELP Debt** - If you have withdrawn from a unit(s) within the last 12 months OR after the Census date of the current teaching period AND have incurred a debt and wish to appeal this.
- Apply for a Refund** - If you have made any tuition fee payments and withdrawn by the Census date (Friday of week 4). <http://www.canberra.edu.au/student-services/fees/refunds>
- Course Reinstatement** - If your course enrolment has been discontinued due to incomplete enrolment.

Personal Information

Student ID No.

Family Name or Surname

Given Name(s)

Course Code/Stream

Course Name

Australia Government Higher Education Provider Number 00212K

Personal information collected by the University is subject to the Commonwealth Privacy Act 1988

Postal Address: University of Canberra ACT 2601 Australia

Location: University Drive Bruce ACT

Telephone: 1300 301 727 Facsimile: +61 (0)2 6201 5391 www.canberra.edu.au

If a refund is applicable, please select refund payment methods:

Cheque (Please ensure current mailing address is correct on OSIS)

Electronic Funds Transfer

Bank Name: _____

Account Name: _____

BSB Number: _____

Account Number: _____

Special Circumstances

Each application will be examined and determined on its merits. As a guide, special circumstances should:

- Be sufficiently serious for it not to have been possible for you to: continue your studies, complete your enrolment, or meet compulsory course/enrolment requirements.
- Have accrued either on or after, OR did not make their full impact until the Census date.
- Be beyond your control, i.e. a situation occurs through a person's action or inaction, either direct or indirect, and for which the person is not responsible.

For more information: www.canberra.edu.au/student-services/ and www.goingtouni.gov.au/

Declaration

Privacy

Personal information collected on this form or supplied by you to the University of Canberra will be treated in accordance with the Privacy Act 1988 and any relevant guidelines. The information collected is used for the purpose of assisting the University to make an informed decision on your application. If your debt is reduced or removed, the Australian Taxation Office and the Department of Education, Science and Training are provided with the necessary details to enable this.

I declare that all the information I have given for the purpose of this amendment is complete and correct to the best of my knowledge.

Student's Signature

Date

Contact Phone Number