

This completed form must be submitted to the Student Centre (Building 1, Level B) in person or via your student email account. Late-enrolments may be subject to a late-enrolment fee. If applicable, proof of payment of the late-enrolment fee should be submitted with this completed form.

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## PERSONAL INFORMATION

Student ID:

DOB:

Given name/s:

Family name:

Course name:

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## AMENDMENT TYPE

Please specify what action you would like to make to your enrolment:

Apply to late-enrol into a unit because I have missed the self-enrolment cut-off

Apply to have the late enrolment fee waived (provide statement of reasons below)

Apply to be manually enrolled into a unit because of system outage (pre Census date only)

Apply to be manually enrolled into a unit that is not available for via self-enrolment

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## WAIVER OF LATE ENROLMENT OR LATE PAYMENT FEE

Please state below your reason for seeking a waiver of a late enrolment fee or waiver of a late payment fee.

Late enrolment fee proof of payment attached:    Yes    No    N/A    Receipt Number:

## UNIT REGISTRATION

Add Withdraw\*

Unit name:

Unit code:

Teaching period:

Delivery mode:

Unit convenor name:

Staff ID:

Unit convenor signature:

Date:

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Unit code:

Teaching period:

Delivery mode:

Unit convenor name:

Staff ID:

Unit convenor signature:

Date:

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\*The effect of withdrawing a unit enrolment after Census date should be carefully considered.

Withdrawing after census date will result in a financial liability and an academic penalty.

Students wishing to withdraw after Census date should refer to the Enrolment Amendment Form (EAF).

Unit convenor approvals are valid for a maximum of 7 days only.

Unit registration forms received more than 7 days after the approval date will not be processed.

Student name:

Student ID:

Student signature:

Date:

The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your personal information. 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 which are set out in the Australian Privacy Principles (the APPs). This means that we do not use or disclose any personal information we hold about you, including your address, or your results, even to close relatives, without your permission or as permitted by the APPs. For further detail, please see the Privacy Policy at [www.canberra.edu.au/privacy](http://www.canberra.edu.au/privacy) or telephone the Privacy Contact Officer at the University of Canberra on 02 6201 5111 or email at [privacy@canberra.edu.au](mailto:privacy@canberra.edu.au).