

# Non-Award Study Application to Amend Enrolment



Please read the important Refund and Withdrawal Conditions on the reverse side of this form before lodging this application. Please lodge this application with the relevant Faculty Office. Locations of all offices are on the reverse side of this form.

Student ID:

Title (Mr, Ms, Dr):		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Family Name:		Other Names:	
Previous Name: (if applicable)		Date of Birth: (DD/MM/YYYY)	__ / __ / ____
Mailing Address: <small>International students must provide an Australian address.</small>			
	Suburb/Town:	State/Country:	Post Code:
Email Address:			
Telephone:	Home: ( )	Work: ( )	Mobile:

### COURSE DROP \* see note

Term	Subject Area	Catalogue Number	Course Name	Class Number	Units

\* Dropping (withdrawing) from the enrolment component will automatically drop you from the related components as well (if applicable).

### COURSE ADD \*\* see note

Term	Subject Area	Catalogue Number	Course Name	Class Number	Units

\*\* Please check your timetable in Access Adelaide via UNIFIED within 3 days of lodging this form to verify your change of class. Whilst all reasonable efforts will be made to accommodate your request, due to class size limitations, we cannot guarantee that your class change will be approved.

### OFFICE USE ONLY

Faculty/School:	Date:	Staff member:
Notes:		

## GENERAL INFORMATION AND CONDITIONS

### Declaration – All Students

I agree to abide by the Statutes, Regulations, Rules and Policies and other such conditions as may be stipulated by the University from time to time.

I agree that the University may release my details, including details of my enrolment and other student information (including academic performance) to the:

- Department of Education, Employment and Workplace Relations (DEEWR) and/or
- Department of Immigration and Citizenship (DIAC) and/or
- Australian Taxation Office (ATO) and/or
- Centrelink and/or
- Department of Foreign Affairs and Trade (DFAT) and/or
- State Department of Further Education, Employment, Science and Technology (DFEEST).

If I am an international student studying in Australia, I understand that these reports may have implications for my student visa.

I agree that the University may disclose my enrolment and other information to third parties contracted to provide access to the University's online learning materials, for the purpose of allowing access to these materials.

The University of Adelaide will not otherwise disclose such information without my consent, unless required or authorised by law or to reduce the threat to the life or safety of any person, as outlined in the University's Privacy Policy.

I understand that if any of the information provided by me is subsequently found to be incomplete, incorrect or misleading, the University may elect to terminate my enrolment from a date to be determined by the University, or deem my enrolment to be void from the date of enrolment without any liability on the part of the University. The University is not obliged to reimburse any costs and expenses I have paid or incurred as a consequence of my enrolment.

Signature:

Date:

### TUITION FEES

Information on Tuition Fees and other Student Finance information is available at [www.adelaide.edu.au/student/finance/](http://www.adelaide.edu.au/student/finance/)

### FACULTY OFFICE LOCATIONS

- Faculty of Humanities and Social Sciences – Ground Floor, Napier Building, North Terrace Campus, 8303 5245.
- Faculty of the Professions at North Terrace Campus
  - Arch: Architecture Building, 8303 5836
  - Professions Postgraduate Hub (for Business, Economics & Education), 8303 0718
  - Professions Undergraduate Hub (for Business, Economics & Education), 8303 4755/8131
  - Law: Ligertwood Building, 8303 5063
- Faculty of Sciences
  - Ground Floor, Darling Building, North Terrace Campus, 8303 5673
  - G24 Williams Building, Roseworthy Campus, 8303 7958
  - Lower Ground Floor, McLeod House, Waite Campus, 8303 7289
- Faculty of Engineering, Computer & Mathematical Sciences – Level 1, Innova 21 Building, North Terrace Campus, 8313 4148.
- Faculty of Health Sciences –Ground Floor, Plaza 2031, 8303 5336.

## PAYMENT FOR COURSES

The University provides invoices online through Access Adelaide, prior to each census date. This enables you to view and print your invoices as soon as they have been generated. An email message to your University of Adelaide student email account will advise you when an invoice is available. A hard copy invoice is not provided. More information on invoices and payment options is available at <http://www.adelaide.edu.au/student/finance/>.

## ENROLMENT PROCESS

You will receive an official response to your application in the mail. If your application is approved your letter will advise you how to gain access to the library and online resources, as well as all the other information required to begin your studies. It is your responsibility to check the lecture times and venues on the Course Planner at <http://access.adelaide.edu.au/courses/>.

## CENSUS DATES

- For Semester 1 courses, the HECS Census Date is 31 March.
- For Semester 2 courses, the HECS Census Date is 31 August.
- For year-long courses, the HECS Census Date is 31 March.
- Information on census dates for courses in other teaching sessions, as well as Withdraw No Fail dates and other critical dates is available at [www.adelaide.edu.au/student/dates/](http://www.adelaide.edu.au/student/dates/).