

GENERAL INFORMATION

This form should be used to add and delete subjects in your course enrolment only in the event that you are unable to amend your enrolment via E-Student (www.angliss.edu.au/estudent). A student must obtain approval of the Program Leader/Student Management Co-ordinator or Subject Co-ordinator prior to adding unit after it has commenced.

Please complete, sign and date this form and submit it to your Department Office for processing.

SECTION A: CURRENT PERSONAL DETAILS

Student ID <small>(if issued)</small>	<input type="text"/>	Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Telephone (Home)	<input type="text"/>	Telephone (Mobile):	<input type="text"/>
Are you an international student?		<input type="checkbox"/> YES* <input type="checkbox"/> NO	

SECTION B: COURSE INFORMATION

Course Code	<input type="text"/>	Location:	<input type="text"/> MEL / SYD / BNE / ADL / PER
Course Title	<input type="text"/>		

Subject Withdrawals

Subject Code	Subject Title	Location	Teaching Period
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Additions

Subject Code	Subject Title	Location	Teaching Period	Program Leader Approval
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION D: DECLARATION BY STUDENT

I declare that I have read the information on the back of this form and the information I have provided is true and correct. I confirm I understand that I will remain liable for all fees if I withdraw from a subject after the relevant census date.

Signature of Student	<input type="text"/>	Date	<input type="text"/>
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Office use only

Course Variation APPROVED Course Variation NOT APPROVED

Staff ID Name of Program Leader/SMC Signature ____/____/____

Office use only

Processed by: _____

Processed on: ____/____/____

Fees checked and actions if applicable

IMPORTANT INFORMATION ON ADDING AND DELETING SUBJECTS**GENERAL INFORMATION - PLEASE READ BEFORE COMPLETING THIS FORM**

A student must obtain the Program Leader's/Course Co-ordinator approval to add a subject if they have not met prerequisites.

All subjects will need Program Leader's/Course Co-ordinator approval after the second week of the subject teaching period.

The Program Leader must sign the Variation of Enrolment form or attached an emailed approving the variation of enrolment form for it to be actioned.

You cannot withdraw from a subject once the teaching period in which it is being taught has ended. Students are encouraged to use E-Student as the primary method to vary their enrolment.

Completed Variation of Enrolment forms must be approved by the subject coordinator/Program Leader prior to processing. After the teaching period has commenced enrolment in a subject may require the additional approval of the Subject Coordinator. Check with your Department for specific cut off dates.

CHANGE OF TEACHING PERIOD

If circumstances require you to change the teaching period of a subject you are enrolled in e.g. from semester 1 to semester 2, you are required to complete a Variation of Enrolment form. In this case, you need to withdraw from your subject enrolment in semester 1 and add the subject into Semester 2. This will ensure that your enrolment record correctly reflects your study intentions. This needs to be actioned prior to the census date to avoid penalty.

A STUDENT'S LIABILITY UNDER FEE-HELP

If a student's enrolment remains active after the subject census date, a liability will be incurred and will remain payable.

FEE REFUND

Requests for Refund need to be made in accordance with the Institutes Fees, Charges and Refund Policy available at www.angliss.edu.au/fees-and-charges/item/17-refunds-deferrals

GOVERNMENT ALLOWANCE

If you receive Centrelink benefits you are responsible for advising the appropriate government department of any enrolment variations. A change in course load may affect your entitlement.

INTERNATIONAL STUDENTS

International students holding a student visa are reminded that Condition 8202 relates to a student visa holder's enrolment and completion within the time of their Confirmation of Enrolment (CoE) and maintaining academic progress. As required under Section 19 of the ESOS Act 2000 and Standard 9 of The National Code 2007, William Angliss Institute must monitor the workload of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. Therefore, students are required to be enrolled on a full time basis at all times*, except where there is approval to under enrol.

*Please note: International students must also be enrolled in at least one face-to-face subject each compulsory teaching period and no more than 25% of a student's total enrolment can be composed of Online or Distance Education Subjects.

ENROLMENT VERIFICATION

Students are encouraged to check their contact and enrolment details at the start of each teaching period via E-Student at www.angliss.edu.au/estudent