



HDR Candidate Application for Enrolment Change (Add/Drop)

Note: This form should only be completed if student is unable to complete ISIS Manage My Degree eform for Enrolment Add/Drop.

1. Personal and program details

Family name University ID **U**

Given names Student type: Domestic International

Program/degree name

2. Course changes

	Course code (e.g. POLS1002)	Class number (e.g. 3574)	Semester/ Session/ Trimester	Course Name	Lecturer (if required)
courses to add					
courses to drop					

Are you dropping all courses for this semester/session/trimester? Yes No

If yes, have you completed an Application for Program Leave/Withdrawal form? Yes No
(If you are dropping all courses for this semester session or trimester you may be required to apply for program leave or program withdrawal. Please see the back of this form for further information)

Reason for variation

3. Student declaration—Signature

I certify that the information supplied by me on this form is complete and true. I have read the information relating to enrolment variations found on the second page of this form and understand the implications of varying my enrolment in relation to failure and Commonwealth Support/fee liability for courses.

(Please note that you must tick 'yes' to this statement for your application to be processed and that ticking 'yes' on this electronic form is the legal equivalent to signing your signature on a paper form)

Yes Date
DD/MM/YYYY

4. Office use only HDR Administrator please return approved form to hdr.candidature@anu.edu.au

	DA 1	DA 2	ASQO/Australian Awards	Processed on system
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name				
Signature				
Date				



Application for Enrolment Change

Please read these notes before completing the form

Who should apply?

Students are expected to manage their enrolment for each semester/session/trimester themselves wherever possible. This form is only to be used if you are unable to modify your enrolment using ISIS due to deadlines or restrictions.

When should this form be submitted?

IMPORTANT: Students must self-register their enrolment for each semester/session/trimester by the deadlines outlined on the university calendar: <http://www.anu.edu.au/directories/university-calendar>. Penalties will apply after those deadlines. Once enrolled, students are permitted to adjust their enrolment until the following deadlines:

Adding courses (during a semester):

When	Result
by the last day of the second week of semester	normal enrolment, no penalties
on or before the course Census Date	student will be enrolled by College

Dropping courses (during a semester):

When	Result
on or before the course Census Date	no grades or penalties will apply
After Census Date until the end of the tenth week of semester	student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees
After the tenth week of semester until the last teaching day of semester	student will receive a WN grade (Withdrawal With Failure) and be liable for the tuition fees

Please see the University calendar for deadlines on adding and dropping courses during a Non-standard Session or Trimester.

Where should the form be submitted?

This form is submitted directly to the relevant College Office.

What else do you need to know?

Acknowledgement: Students will not receive any acknowledgements when this form is processed. It is your responsibility to check your enrolment record on ISIS and ensure it is correct. Failure to advise Student Central in a timely manner of inaccurate enrolment may have serious academic, administrative or financial consequences for you.

Dropping all courses: If you are an international student and do not intend to study for a full half academic year (January - June or July - December) or more then you will need to apply for Program Leave. If you wish to cancel your program, you will need to apply to withdraw from your program. Application forms for Program Leave and Program Withdrawal are available for completion at <http://students.anu.edu.au/manage/forms/>.

Fees: Students who drop a course after the course Census Date will be liable for the tuition fees for that course. If you drop a course before the course Census Date and have already paid the fees for that course, you can apply for a refund of fees here <http://students.anu.edu.au/fees/refunds.php>. HECS-HELP students need to be aware that any change to their enrolment as a result of this application may affect their Commonwealth Supported Student Contribution.

Course Census Dates are:

Semester 1 courses: 31 March
Semester 2 courses: 31 August
Trimester courses: Check the Trimester census dates on the university calendar: <http://www.anu.edu.au/directories/university-calendar>
Non-Standard Session courses: Check your course on the website <http://programsandcourses.anu.edu.au/>
 (Summer/Autumn/Winter/Spring)

Austudy/Abstudy or Youth Allowance: Students in receipt of an Austudy/Abstudy or Youth Allowance should be aware that a withdrawal/cancellation of their enrolment may affect their eligibility for the allowance.

International students: International students must maintain 100% study load as a part of the conditions of their student visa. In most programs 100% study load is equal to 24 units per half academic year.

Key Dates Guide: For further details on enrolment requirements, refer to the Key Dates Guide. Copies of the Key Dates Guide are available at Student Central and College Offices. The complete version of the Key Dates Guide is available online at <http://students.anu.edu.au/manage/dates.php>.

Students must check their student email account regularly.

Official and important University information is sent to student email accounts only.