



Application for Enrolment Change

1. Student details

Family Name, Student Number U, Given Name, Student Type, Program/Degree Name

2. Course changes

Table with 5 columns and 2 main sections (green and red) for course changes.

Yes No

If yes, you may be required to apply for program leave or program discontinuation. See the back of this form for further information.

Additional text input field

3. Student declaration - signature

I declare that the information provided in this form is true and correct to the best of my knowledge and belief.

Signature and date fields

4. Office use only

Table for office use with columns: DA 1, DA 2, Australia Awards, Processed on system



Application for Enrolment Change

Please read the below information in full before completing the form

Use of this form

Students are expected to manage their own enrolment wherever possible. This form should only be used if you are unable to modify your enrolment using ANUHub due to missed deadlines or restrictions. This form should not be used for applying for course enrolment overload (more than 24 units in a half year period) or for international students requesting a reduced study load.

Enrolment deadlines

IMPORTANT: Students are expected to be aware of all enrolment deadlines and Census dates for any courses they are enrolled in or intend to enrol in. Generally, students are permitted to adjust their enrolment in line with the below dates and results:

Adding courses:

When	Result
By the first day of the second week of semester	Normal enrolment, students should use ANUHub where possible
On or before the course Census Date	Student applications for late enrolment will be assessed by their College

Dropping courses:

When	Result
On or before the course Census Date	No grades or penalties will apply. Use ANUHub where possible.
After Census Date until the end of the ninth week of semester	Student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees
After the ninth 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

However, students should also check the following websites to confirm specific dates:

Census Dates: <https://www.anu.edu.au/students/program-administration/program-management/census-dates>

Programs & Courses: <http://programsandcourses.anu.edu.au/>

Where should the form be submitted?

You should submit this form directly to the relevant Academic College(s) for your program. Information on how to contact your Academic College(s) is available on the website at the bottom of this form (Key Student Contacts).

Important information to consider:

Outcomes: You may not receive an email advising you of the outcome when your application form is assessed and processed. It is your responsibility to check your enrolment record on ANUHub 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.

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. More information is available at:

<https://www.anu.edu.au/students/program-administration/program-management/program-leave-international-coursework-student>

If you no longer want to continue studying at ANU, you will need to submit a request to Discontinue your Program. More information is available at:

<https://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-an-international>

<https://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-a-domestic-coursework>

Tuition fees: Late enrolment into a course is not considered grounds for late payment of tuition fees. If you enrol into a course after the semester has started, you will still be expected to pay your course tuition fees by the relevant fee due date to avoid late penalties. This is particularly important for students who hold a Commonwealth Supported Place (CSP). Information on course charges and fee payments is available on the ANU website:

<https://www.anu.edu.au/students/program-administration/fees-payments>

Refunds: If you drop a course after the course Census Date, you will remain fully 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 may be eligible for a fee refund. Information on the refund process (including how to apply) is available on the ANU website:

<http://www.anu.edu.au/students/program-administration/fees-payments/fee-refunds>

Services Australia payments: Students who receive payments from Services Australia (formerly Centrelink) in relation to their study should be aware that a withdrawal/cancellation of their enrolment may affect their eligibility for payment(s). If you have questions about potential impacts please contact Services Australia.

International student unit load: If you are an international student, you must maintain a 100% study load as part of the conditions of your student visa. In most programs a 100% study load is equal to 24 units per half academic year. If you are trying to vary this 100% study load (i.e. reducing your study load) you should not use this form. Information on how to apply for a Reduced Study Load is available at:

<https://www.anu.edu.au/students/program-administration/program-management/reducing-your-study-load-as-an-international>

University calendar: For further details on enrolment deadlines, refer to the University Calendar:

<https://www.anu.edu.au/directories/university-calendar>

Students must check their student email account regularly. Official University information is sent to student email accounts only.