

# COURSE ADD - LATE



This form is for students who wish to enrol into a course after the last day to add online.

### IMPORTANT INFORMATION

- This form **MUST** be approved and signed by both a Course Coordinator and a Faculty Officer.
- If adding courses to different programs, submit a separate form for each program with the relevant Faculty.
- Lodge completed form at your Faculty Office.
- Faculty staff are authorised to add courses after the 'Last Day to Add Online' up until the relevant census date. However if form is submitted after census date, forward to the Enrolments Office for approval and action.
- Requests to add courses after the relevant census date may not be approved.

ID:		Telephone:	
Family name:		Other name(s):	
Program:		Plan:	

**COURSE ADDITION:** Provide the enrolment class and any related class details.

Sem/ Term	Subject Area	Cat No	Course Name	Enrolment Class No	Related Class Nos

<b>Student signature:</b>		<b>Date:</b>	
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### FACULTY OFFICE USE ONLY

#### APPROVAL

Both the Course Coordinator and a Faculty Officer must sign and date this form to confirm that student has been attending classes and completing assignments. If student has no other enrolments, student **must** complete online checklist and agree to payment arrangements before the late add can be processed.

<b>Course Coordinator</b> Print name:	Signature:	Date:
<b>Faculty Officer</b> Print name:	Signature:	Date:

### ENROLMENTS OFFICE USE ONLY – where add is processed after census

Initials:	Date:	Faculty advised:
Discussed with St Finance:		
Comments:		