

# 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. If you wish to **add** a course to your enrolment, you must complete a new 'Non-Award Study Application for Admission & Enrolment Form'. Please lodge this application with the relevant Faculty Office. Locations of all offices are on the reverse side of this form.

Student ID:

<b>Title:</b> (Mr, Ms, Dr)		<b>First name:</b>	<b>Family name:</b>		
<b>Home Address:</b>	<b>Street:</b>				
	<b>Suburb:</b>		<b>State:</b>	<b>Post Code:</b>	

<b>COURSE WITHDRAWALS</b>					
Please indicate why you are withdrawing from the course: Employment <input type="checkbox"/> Financial Reasons <input type="checkbox"/> Personal Commitments <input type="checkbox"/> Quality of Offering <input type="checkbox"/> Transfer to another institution <input type="checkbox"/>					

PRINT all courses from which you wish to withdraw.

## COURSE DROP (withdrawals) \*see note

Term	Subject Area	Catalogue No.	Course Name	Class No.	Mode	Units
eg S1	JAPN	1001	JAPANESE 1A	12732	1	3

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

## CLASS CHANGE (you must already be enrolled in this course to change classes) \*see note

Term	Subject Area	Catalogue No.	Course Name	Original Class Number	First Preference	Second Preference
eg S1	PHIL	1102	MIND, KNOWLEDGE AND GOD	13306	13307	13308

\*Please check your timetable via Access Adelaide 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.

<b>DECLARATION</b>	
I have read and understood the Refund and Withdrawal Conditions for Non-Award Students on the reverse side of this form.	
Student Signature: _____	Date: _____

<b>OFFICE USE ONLY</b>		
Faculty/School:	Date:	Staff Member:
Notes:		

## Refund & Withdrawal Conditions for Non-Award Students

Non-award students are eligible to receive a full refund of their tuition fees if the University is unable to provide the course or courses for which they have paid.

Non-award students who withdraw from a course or courses before the Census Date are eligible for a refund of their tuition fees.

Non-Award students who withdraw from a course or courses after the Census Date are normally not eligible for a refund of their tuition fees. They should consult the University's [Refund of Tuition Fees in Special Circumstances Policy](#) for information on circumstances in which refunds may be offered after the census date.

More information on fees and refunds is available in the [Student Tuition Fees Policy](#) (for domestic students), and the [Refund Policy for International Students](#).

## Faculty Office Locations

- Faculty of Humanities and Social Sciences – Ground Floor, Napier Building, North Terrace Campus 8303 5186
- Faculty of the Professions at North Terrace Campus –
  - AGSB: Level 3 Security House, 233 North Terrace 8303 5525;
  - Architecture: Architecture Building, 8303 5836;
  - Commerce: Ground Floor 233 North Terrace 8303 4755;
  - Economics: Ground Floor, Napier Building, 8303 5540;
  - Education: Education Building, 245 North Terrace 8303 5628;
  - Law: Ligertwood Building 8303 5063
- Faculty of Sciences
  - Level 5, Oliphant Building, North Terrace Campus 8303 5673,
  - Main Admin Building, Roseworthy Campus, 8303 7812
- Faculty of Engineering, Computer and Mathematical Sciences - Room S134 Engineering South Building, North Terrace Campus 8303 4148
- Faculty of Health Sciences – Room NG45, Ground Floor, Medical School North, Frome Road 8303 5336.

## Critical 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 Withdrawal Without Failure Dates are other critical dates is available at [www.adelaide.edu.au/student/info/dates/](http://www.adelaide.edu.au/student/info/dates/).

November 2006