

Non-Award Study 2009

Application to Amend Enrolment



Please read the important Refund and Withdrawal Conditions on the reverse side of this form before lodging this application. Please lodge this application with the relevant Faculty Office. Locations of all offices are on the reverse side of this form.

Student ID:

Title (Mr, Ms, Dr):			Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Family Name:			Other Names:	
Previous Name: (if applicable)			Date of Birth: (DD/MM/YYYY)	__ / __ / ____
Mailing Address: <small>International students must provide an Australian address.</small>				
	Suburb/Town:	State/Country:	Post Code:	
Email Address:				
Telephone:	Home: ()	Work: ()	Mobile:	

COURSE DROP * see note

Term	Subject Area	Catalogue Number	Course Name	Class Number	Units

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

COURSE ADD ** see note

Term	Subject Area	Catalogue Number	Course Name	Class Number	Units

** Please check your timetable in 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.

DECLARATION

I have read and understood the Refund and Withdrawal Conditions for Non-Award Students on the reverse side of this form.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Faculty/School:	Date:	Staff member:
Notes:		

GENERAL INFORMATION AND CONDITIONS

REFUND AND 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 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 for International Students Policy](#).

FACULTY OFFICE LOCATIONS

- Faculty of Humanities and Social Sciences – Ground Floor, Napier Building, North Terrace Campus, 8303 5245.
- Faculty of the Professions at North Terrace Campus
 - Arch: Architecture Building, 8303 5836
 - Business School: Level 12, 10 Pulteney Street, 8303 5525
 - Economics: Ground Floor, Napier Building, 8303 5540
 - Education: Level 8, 10 Pulteney Street, 8303 5628
 - Law: Ligertwood Building, 8303 5063
- Faculty of Sciences
 - Ground Floor, Darling Building, North Terrace campus, 8303 5673,
 - Main Admin Building, Roseworthy Campus, 8303 7812.
- Faculty of Engineering, Computer & Mathematical Sciences, Room S134 Engineering South Building, North Terrace Campus, 83034148 or 8303 5030.
- Faculty of Health Sciences – Room NG45, Ground Floor, Medical School North, Frome Road, 8303 5336.

PAYMENT FOR COURSES

The University provides invoices online through Access Adelaide, prior to each census date. This enables you to view and print your invoices as soon as they have been generated. An email message to your University of Adelaide student email account will advise you when an invoice is available. A hard copy invoice is not provided. More information on invoices and payment options is available at <http://www.adelaide.edu.au/student/finance/>.

ENROLMENT PROCESS

You will receive an official response to your application in the mail. If your application is approved your letter will advise you how to gain access to the library and online resources, as well as all the other information required to begin your studies. It is your responsibility to check the lecture times and venues on the Course Planner at <http://access.adelaide.edu.au/courses/>.

CENSUS 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 Withdraw No Fail dates and other critical dates is available at www.adelaide.edu.au/student/dates/.