

# VARIATION OF ENROLMENT



## IMPORTANT INFORMATION

- This form must be completed by an authorised Faculty/School Officer
- This form should be used to request a change to a student's enrolment ie an action taken to Add, Drop or Delete a course, or to vary the outcome of those actions
- Forward this form, with supporting documentation, to the Manager, Student Administration for approval and further action.
- Requests for enrolment variations must be lodged within 12 months of the date of withdrawal from the course or 12 months from the last day of the semester if the student did not withdraw.

## Student Details

ID:	Family name:	Other names:
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## Program details

Program:	Plan:
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## Courses for which variation is requested

Sem	Subject Area	Cat No	Course Title	Enrolment Class No	Related Class Nos	Action Add/Drop/Delete

## Reason for Variation – tick relevant box

Special Circumstances <input type="checkbox"/>	Administrative Error <input type="checkbox"/>
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**Give reasons for this request and action required.** Supporting documentation **MUST** be provided. Forms received without supporting documentation will be returned without being actioned.

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## Recommended effective date for variation

<b>Name &amp; Signature of Authorised Officer:</b>	<b>Date:</b>
<b>Name of Faculty/School:</b>	<b>Ext:</b>

EO STAFF USE ONLY	<b>Variation Approved</b>	<b>Yes / No</b>	Signature		Date	
	<b>Details</b>					
	<b>Student Finance</b>	Initials	Date	<b>Faculty / School Notified</b>	Initials	Date
	Processed by EO	Initials	Date	<b>DEEWR</b>	Initials	Date

## When to Use this form

Faculties/Schools should use this form when:

- students have made changes to their enrolment online and they apply to vary the outcome of the drop eg WF to WNF;
- there are special circumstances that justify varying a student's record of enrolment;
- there has been an administrative error that has impacted adversely on a student.

The authorised Faculty/School is required to complete the form, forward to the Manager, Student Administration with relevant supporting documentation.

### Special Circumstances – pre census date

A student intended to change their enrolment prior to the relevant census date but was prevented from doing so, eg student is admitted to hospital just prior to the census date; or death of a close family member on the census date.

*Note: Backdating of withdrawal date may be appropriate in this instance.*

### Special Circumstances – post census date

A student is unable to complete the requirements of the course, eg

- a medical condition becomes apparent after census that will prevent the student from completing the course requirements; or
- the student's employer requires them to relocate interstate.

*Note: Backdating of withdrawal date is not appropriate in this instance.*

### Administrative Error, eg

- a student enrolled in a course but applied for transfer credit in that course and a decision to grant credit was not made by the academic area until after the relevant census date;
- a student drops a full year course prior to the second semester census date and requires the Continuing grade for semester 1 to be changed to WNF.

[Note: other grounds may not be acceptable eg where a student is enrolled in the incorrect level of a course].

### Other information

As well as varying their record of enrolment post census, students may wish to seek

- remission of their Student Learning Entitlement (SLE) and removal of the associated HECS-HELP Debt, or
- remission of the FEE-HELP debt
- refund of any related up front payments.

Further information is available from <http://www.adelaide.edu.au/student/finance/> and from <http://www.adelaide.edu.au/policies>.