

# VARIATION TO ENROLMENT



## IMPORTANT INFORMATION

- Only Authorised Faculty/School Officers may complete this form
- Use this form to request a change to a student's enrolment after census to Add, Drop or Delete a course, or to vary the outcome of those actions already recorded in the system
- Before submitting a request for Late Enrolment, ensure that the student is made aware there may be a change to their financial liability, and that CSP students have completed their online eCAF
- Lodge request within 12 months of the date student was withdrawn from the course or 12 months from the last day of the teaching period if the student did not withdraw
- Submit form with supporting documentation to the Manager, Student Administration for approval and processing.

Student Details				ID No:		
Family name:				Other names:		
Program details						
Program:				Plan:		
Courses for which variation is requested						
Sem/ Term	Subject Area	Cat No	Course Title	Enrolment Class No	Related Class Nos	ACTIONS: Add/Drop/Delete
Reason for Variation – tick relevant box						
Special Circumstances <input type="checkbox"/>				Administrative Error <input type="checkbox"/>		
<b>Faculty to provide reasons for this request and suggest action to be taken.</b> Supporting documentation <b>MUST</b> be provided. Forms received without supporting documentation, or after 12 month period, will be returned without being actioned.						
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If change approved, does this impact UAP risk level?				Yes <input type="checkbox"/> Change: _____ No <input type="checkbox"/>		
<b>Recommended effective date for variation:</b>						
<b>Student advised by Authorised Officer there may be a change to their financial liability:</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Name &amp; Signature of Authorised Officer:</b>				<b>Ext:</b>		
<b>Name of Faculty/School:</b>				<b>Date:</b>		

EO STAFF USE ONLY	Variation Approved	<b>Yes / No</b>	Signature		Date
	PROCESSING	Staff Initials & Date actioned:			
	<b>COMMENTS</b>				
	Areas notified (✓):	Faculty/School	DEEWR	St Finance	UAP

Authorised Faculty/School staff who are satisfied that the request complies with established criteria, should complete this form and forward to the Manager, Student Administration with relevant supporting documents for final approval and processing.

## CRITERIA

### Requests to change enrolment history may include:

- where a student has made changes to their enrolment online and apply to vary the outcome of the drop eg WF to WNF
- a late drop or deletion of a course
- a late addition of a course (please note special conditions\*).

### \* *Before requesting a late addition of a course, staff should check that:*

- *the student has completed their online enrolment checklist*
- *the student has been made aware there may be a change to their financial liability*
- *the student has a valid payment option, ie liability status for the program they are adding enrolments to is not 900 or 999*
- *if liability status is 900 or 999, faculty must advise student to complete Enrolment Checklist and/or eCAF in Access Adelaide as necessary.*

### Special Circumstances have been met for a backdated post- or pre-census amendment, for example

- a medical condition becomes apparent after census
- death of a close family member or friend
- request is submitted within 12 months of the date withdrawn from the course, or 12 months from the first day of the teaching period if the student did not withdraw.

### Administrative Error, for example

- 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
- 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.

### Finance

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

- repayment of any tuition fees paid
- repayment of any Student Contribution paid upfront
- remission of any HECS-HELP debt incurred, and/or
- re-credit of any FEE-HELP balance consumed.

Further information about these options is available from <http://www.adelaide.edu.au/student/finance/special>