

Application to Amend Enrolment

This form only applies when changing units or a component of your current program. Students wishing to change program need to complete an Application for Internal Program Transfer.

Student ID:		Surname:		Given Names:	
Program Code:		Program Title:			

Instructions:

1. Addition of units of study must be submitted by close of business on the Friday of the 1st week of classes for a 12-week semester or by close of business on the 1st day of 6-week term.
2. Withdrawal of units on or before close of business of the Unit of Study will avoid [academic penalties](#).
3. Changes to Professional Majors, Co-majors and Minors are not final until approved by the Faculty/School and a new confirmation of enrolment issued.
4. It is the student's responsibility to check pre-requisites and mandatory requirements when changing their program components.

International students studying on campus who wish to study less than a standard full-time load are required to have this form signed by International Student Services (ISS) team prior to submission. Limitations apply to international students on student visas studying less than a full-time load and permission may not be granted. Local students must study full-time, except in their final semester.

FOR ISS USE ONLY (IF APPLICABLE)	
Signature	

UNIT OF STUDY TO BE ADDED							
Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

UNIT OF STUDY TO BE WITHDRAWN							
Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

Student Acknowledgement:	
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<input type="checkbox"/>	Change of Second Major from _____ to _____	<input type="text"/>
<input type="checkbox"/>	Change of Co-major from _____ to _____	<input type="text"/>
<input type="checkbox"/>	Change of Minor from _____ to _____	<input type="text"/>
<input type="checkbox"/>	Change of Major from _____ to _____	<input type="text"/>

OFFICE USE ONLY		Date entered in CNS:	Initials:
Where changes apply to international students; ISS to be notified		Date ISS Advised:	Initials:

Privacy Statement

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