

Variation of Enrolment Form

VARIATION OF ENROLMENT SHOULD BE COMPLETED BY THE CENSUS DATE (SEE Academic Calendar)

If variation of enrolment is made after the re-enrolment date (SEE Academic Calendar) a penalty fee will apply.

Read the important information on pages 2 and 3 before completing this form.

1. Personal details

Student ID number:	Are you an international student visa holder? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family name:	Given names:
Day time phone number:	Email:
Course of Enrolment (e.g. Graduate Diploma of Counselling)	

2. Unit Variation (please do not use this form to vary units across multiple terms)

Term	Year	Unit Name	Unit Code	Mode of Delivery* OC/BD/OL	Day	Time	Campus (Syd/Mel/Bris/Adel)	Add/Drop (Please specify)	Payment (FEE-HELP/ Up Front)

* OC - On campus
BD - Blended delivery
OL - Online

Please note that if you are changing mode of delivery but keeping the same unit, you will need to indicate this by writing the name of the unit separately in two of the above rows, and specifying that you wish to drop the first mode and add the second mode you have selected.

3. Declaration and signature

I have read the instructions on this form, including the Important Information section on pages 2 and 3 of this form, and request changes to my unit enrolment as indicated on page 1. I have met or expect to meet all prerequisites for the units in which I am requesting enrolment. I understand that if I don't meet prerequisites for a specific unit, my enrolment in that unit may be discontinued, which may impact my course progression and/or graduation. I am aware that if I am a holder of a Student Visa, I must be enrolled as a full time student.

I acknowledge that I have read and understand the policies, rules, procedures and terms set out on the ACAP or NCPS website and I agree to be bound and abide by the policies, rules, procedures and terms set out on the ACAP or NCPS website as amended from time to time. I acknowledge and agree that the acceptance of my application for variation by ACAP or NCPS is conditional upon my agreement to be bound and abide by the policies, rules, procedures and terms set out on the ACAP or NCPS website as amended from time to time.

I wish to apply for a refund of upfront payment or remission of FEEHELP debt for any units dropped in the term indicated on this form, and I understand that a refund is only permitted before the census date, unless special circumstances apply. I declare that the information I have given on this application is correct, and hereby apply for the above changes to be made to my unit enrolment.

Student signature:
Date:
Date received: OFFICE USE ONLY

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as the Department of Education and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant student personal information, records management and other ACAP or NCPS policies and in accordance with relevant laws.

IMPORTANT INFORMATION FOR STUDENTS APPLYING FOR VARIATION OF ENROLMENT

Use of This Form

This form should only be used by students wishing to vary their enrolled units of study i.e. drop or add one or more units (including change of mode).

If you wish to **defer or withdraw** from a course, please use the Withdrawal from Study form or Deferral of Study form available on the College website.

If you wish to **transfer your course of study or change your specialisation**, please complete the Application for Transfer of Course or Specialisation form available on the College website.

If you wish to be considered for **exemption from the penalty fee**, you must also submit an application for Special Circumstances, with relevant supporting documentation.

Forms can be downloaded at:

ACAP: <http://www.acap.edu.au/current-students/managing-my-course/a-z-forms/>

NCPS: <http://ncps.edu.au/policies-and-forms/>

Variation of Enrolment before the Census Date

Dropping a unit

Students may drop one or more units up until midnight (AEST) on the census date without academic penalty. Students who have paid using FEE-HELP will not incur a FEE-HELP debt for the unit/s in which they were enrolled. Students who have paid upfront will have their unspent fees refunded as per our Refund Policy.

Adding a unit

Students may add units up until midnight (AEST) on the final working day of Week 1 of trimester. Adding units will result in the relevant tuition fee/s being charged. Adding units after Week 1 is not permitted under any circumstances.

Penalty Fees for Variation of Enrolment made after the Reenrolment Date, but before the Census Date

Higher education students

If you are enrolled in a Higher Education course you will incur a \$50 Late Variation to Enrolment penalty fee for varying your enrolment after the re-enrolment date but before the census date.

VET students

If you are enrolled in a VET course you will incur a \$50 Late Variation to Enrolment penalty fee for varying your enrolment after the reenrolment date but before the census date.

New students

Students who are enrolled in their first trimester at ACAP or NCPS are exempt from Late Variation to Enrolment penalty fees.

Refund of Fees

Students should refer to the Refund Policy on the website. Refunds for local students may take up to six (6) weeks to process.

Refunds for international students may take longer as money has to be transferred to an overseas bank.

It is the student's responsibility to ensure that they are correctly enrolled

- Please check unit prerequisites/assumed knowledge and course structure.
- Full time students can only enrol in the maximum allowed units per trimester. A student wishing to enrol in units other than those within the normal course structure must seek academic approval prior to lodging this form.
- Enrolment Rules regarding variations to enrolment can be found on the College website:

ACAP: <http://www.acap.edu.au/current-students/managing-my-course/>

NCPS: <http://ncps.edu.au/policies-and-forms/>

Student Visa Holders (International/Overseas Students)

Student Visa holders must be enrolled full time in each compulsory study period for the duration of their student visa unless documented exceptional circumstances exist. Student Visa holders may undertake a maximum of 25% of the total course online and must be enrolled full-time in at least one on-campus unit in each standard study trimester. Carrying a reduced load may jeopardise an international student's visa. International students should also be aware that changing their enrolment could affect the fees they pay as an overseas student.

Please lodge this form on campus at Administration, by email as a signed scanned copy, or by post to:

Sydney

ACAP Administration
Locked Bag 11
Strawberry Hills NSW 2012
P (02) 9964 6300
F (02) 9964 6370
E admin@acap.edu.au

Melbourne

ACAP & NCPS Administration
PO Box 12322
A'Beckett Street Post Office
Melbourne VIC 8006

ACAP

P (03) 8613 0600
F (03) 8613 0698
E acapmelb@acap.edu.au

NCPS

P (03) 8237 2600
F (03) 8613 0698
E admin@ncps.edu.au

Brisbane

ACAP Administration
PO Box 10469
Adelaide Street
Brisbane QLD 4000
P (07) 3234 4400
E acapbris@acap.edu.au

Adelaide

ACAP Administration
GPO Box 2067
Adelaide SA 5001
P (08) 8110 4051
E adeladmin@acap.edu.au