

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 ACAP website: <http://www.acap.edu.au>

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 ACAP 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, available on the ACAP website.

Variation of Enrolment before the Census Date

DROPPING A UNIT

Students may drop one or more units before the census date without academic penalty. Students who have paid using FEEHELP will not incur a FEEHELP debt for the unit/s in which they were enrolled. Students who have paid upfront will have their 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 2 of term. Adding units will result in the relevant tuition fee/s being charged. Adding units after Week 2 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 term at ACAP are **exempt** from Late Variation to Enrolment penalty fees.

Refund of Fees

Students should refer to the Refund Policy in the Student Handbook on the ACAP website www.acap.edu.au
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 term. A student wishing to enrol in units other than those within the normal course structure must seek academic approval prior to lodging this form.
- ACAP Enrolment Policy regarding variations to enrolment can be found at www.acap.edu.au or in the Student Handbook.

Student Visa Holders (International/Overseas Students)

Student Visa holders must be enrolled full time in each term for the duration of their Student Visa unless documented exceptional circumstances exist. 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, or post to:

SYDNEY

ACAP Administration
Locked Bag 11
Strawberry Hills NSW 2012
Ph: (02) 9964 6302
Fax: (02) 9964 6370

MELBOURNE

ACAP Administration
PO Box 12322
A'Beckett Street Post Office
Melbourne VIC 8006
Ph: (03) 8613 0600
Fax: (03) 8613 0698

BRISBANE

ACAP Administration
PO Box 10469
Adelaide Street
Brisbane QLD 4000
Ph: (07) 3234 4400
Fax: (07) 3236 0037