



# AMENDMENT TO STUDENT RECORD

Please use BLOCK/CAPITAL letters. Post or hand deliver completed form to the Student Administration Office: 19 Moutat St (PO Box 1225), Fremantle, Western Australia 6959

**STUDENT ADMINISTRATION**

## STUDENT DETAILS

This Section Must Be Completed

Student Identification Number:

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**Are you an international student?**

YES

Student visa: \_\_\_\_\_ / Other: \_\_\_\_\_

NO

TITLE e.g. Mr/Ms/Mrs

SURNAME/FAMILY NAME

GIVEN NAMES

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Contact Phone Numbers:

Home:

Work:

Mobile:

Email:

Course Name:

## CHANGE OF ADDRESS - School Signature NOT Required

Type of Address you would like to change:

Permanent Home

Mailing (All University letters will be sent to this address)

Term (Residential address during semester)

Billing (All Univ accounts will be sent to this address)

**NEW Address:**

Please print in caps

Post Code:

## WITHDRAWAL FROM UNIVERSITY

(Please complete 'REASON' section below)

I wish to withdraw completely from the University and do not want to re-enrol.

See General Information section overleaf regarding readmission.

Please indicate date withdrawal becomes effective (dd/mm/yy) / /

I wish to withdraw from all current units. Yes  No

*You are still liable for the fees for these units if withdrawal occurs after the census date of the unit. You will receive a Fail grade if withdrawal occurs after the Academic Penalty Date of the unit.*

## WITHDRAWAL FROM COURSE (CONCURRENT COURSES)

(Please complete 'REASON' section)

I wish to withdraw from the following course but maintain my enrolment in the University:

Course \_\_\_\_\_ (Course Code: \_\_\_\_\_)

I wish to remain enrolled in the following course:

Course \_\_\_\_\_ (Course Code: \_\_\_\_\_)

## REASON FOR WITHDRAWAL


## SIGNATURES OF APPROVAL

Dean of School (or delegate) –  
Current Course

Date:

Student Signature:

Date:

## GENERAL INFORMATION

### WHERE TO LODGE THIS FORM

This form should be submitted to your School for approval then submitted to the Student Administration Office. It is your responsibility to make sure this form is received by Student Administration.

### DATE OF EFFECT

Changes will be effected from the date your form is signed by your Dean of School. You should ensure that the form is received before the relevant deadline. Deadlines are advertised in the Student Guide and on the calendar on the University web site: [www.nd.edu.au](http://www.nd.edu.au)

### PROOF OF LODGEMENT

If you mail the form and require proof of lodgement you should send it by Registered mail.

### APPROVAL

All unit enrolment and course changes require approval by your School. The University will notify you of any authorised amendments to your enrolment or changes which have not been approved. Submitting a form does not guarantee approval.

### ENROLMENT DEADLINES

University General Regulation 2.11 states:

2.11.1 Unless the School in which the student's course is taught imposes an earlier enrolment date, a student is required to enrol in units of the course by the date proclaimed by the Registrar as the ("The Enrolment Date").

2.11.2 A new or continuing student who seeks to enrol after The Enrolment Date may incur a late enrolment fee or may have their enrolment refused by the Registrar.

2.11.3 When a School imposes an earlier enrolment date, it shall inform students by publication on the University website.

2.11.4 A student may only enrol late into a unit(s) in a semester and/or term if the student receives the approval of the Dean of the School in which the unit is taught. Unless there are exceptional circumstances, new enrolments in a unit will not be permitted at any time after 10% of the scheduled unit teaching time has expired.

**NB: A late enrolment fee of \$250 may apply after the commencement of semester.**

### WITHDRAWAL FROM UNITS

If you withdraw from a unit after the Financial Penalty Date (approximately 14 days after the commencement of semester and prior to the commencement day of Summer and Winter Terms - check correct date at Student Administration) you will still be responsible for payment of the fees for that unit.

### READMISSION TO UNIVERSITY

Students wishing to be readmitted to the University must apply in writing to the Provost. See General Regulation 2.8.

### INTERNATIONAL STUDENTS

International students must maintain a full-time study load for the duration of their course of study as part of their visa conditions. If you are not enrolled full time you will be in breach of Department of Immigration regulations.

**Change of Address:** International students must inform the University of any change of address within 7 days otherwise you are in breach of Department of Immigration regulations. Please note that the Permanent Home address must always be your overseas address.

**Leave of Absence:** International students are not allowed to defer their studies except in exceptional compassionate circumstances or due to illness (to be accompanied by supporting documentation).

### GENERAL UNIVERSITY REGULATIONS

Your rights and responsibilities as a student of The University of Notre Dame Australia are outlined in the General Regulations of the University and these can be viewed at: <http://www.nd.edu.au/about/general/regulations/general/index.shtml>.

**Privacy Statement:** The information provided in this form will be used for the purposes of, and in relation to, your potential enrolment at The University of Notre Dame Australia. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal interests of the student. The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases:  
a) when authorised in writing to do so, and b) where required or authorised by law to government and regulatory authorities; credit reporting and fraud-checking agencies; to your authorised representatives (e.g. legal representatives).