

Enrolment Variation Form

Burwood students: please submit completed form to dcoll-acadserv@deakin.edu.au.

Geelong students: please submit completed form to dcoll-sasgeelong@deakin.edu.au.

Please submit this form from your Deakin College email address.

Family Name: _____ Given Name(s) _____
Student ID: _____ Course: _____
Mobile: _____ Date: _____

Correspondence will be sent to your Deakin College email address. In the event we need to contact you on your personal email or telephone, we will do so using the details you have recorded via the Student Portal.

Please ensure your details are current. If they are not, please update them now by logging into the Student Portal and clicking on Student Portal.

INSTRUCTIONS AND CONDITIONS

- 1. During the enrolment period (until the end of week 2), students may make changes to their enrolment via the Student Portal, provided that vacancies are available in the classes.**
2. Complete this Enrolment Variation form to withdraw from a unit after the on-line enrolment period closes. New units cannot be added after the on-line enrolment period closes.
3. Students are required to continue to attend the classes for which they were originally enrolled until they are notified of the outcome of their Enrolment Variation via the Student Portal (your Deakin College email address).
4. Changing from one class to another class in the same unit is NOT allowed.
5. Overseas students must maintain a full-time load (3 or 4 units) unless they are completing their course.
6. All students can withdraw from a unit up to the end of week four of the trimester (census date) without academic penalty. Local students will not incur a fee penalty up to the end of week four. Overseas students will incur a fee penalty.
7. Students can withdraw from a unit after week four, however a 'W' (Withdrawn) grade will be recorded against the unit and fees will be forfeited.
8. Units withdrawn after week eight of a trimester will have a 'WN' (Withdrawn Fail) grade recorded against that unit and fees will be forfeited. For students transferring to Deakin University, the 'WN' will affect their Weighted Average Mark (WAM). Please check your WAM through the Student Portal>Forms>WAM Calculator.
9. Students cannot withdraw from units after week 10.

UNIT VARIATIONS – complete only if withdrawing from or adding units

Unit(s) to be **WITHDRAWN**

Please note: also list any tutorial (T) or prac classes (P) if applicable

UNIT CODE	UNIT NAME	CLASS	TRIMESTER	APPROVED

Unit(s) to be **ADDED**

Please note: also list any tutorial (T) or prac classes (P) if applicable

UNIT CODE	UNIT NAME	CLASS	TRIMESTER	APPROVED

Reasons for change (Please note : you must complete this question)

STUDENT DECLARATION

I have read the instructions and conditions on this form, and accept any applicable academic or financial penalties resulting from this enrolment variation.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Approval: YES NO _____ / ____ / ____
Academic Manager Date

Unit selection changed on MAZE	<input type="checkbox"/>	BY:	DATE:
Student Notified	<input type="checkbox"/>	BY:	DATE:
Fee adjustment processed	<input type="checkbox"/>	BY:	DATE:
Completed form placed on student's file	<input type="checkbox"/>	BY:	DATE: