



AMENDMENT TO STUDENT RECORD

STUDENT ADMINISTRATION

Please use BLOCK/CAPITAL letters, Post or hand deliver completed form to the Student Administration Office: 32
Mouat St (PO Box 1225), Fremantle, Western Australia 6959

STUDENT DETAILS

This Section Must Be Completed

Student Identification Number:

--	--	--	--	--	--	--	--

Are you an international student?

YES

Student visa: _____ / Other: _____

NO

TITLE e.g. Mr/Ms/Mrs

SURNAME/FAMILY NAME

GIVEN NAMES

--	--	--

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

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 A student must enrol in Units of their Course by the Enrolment Date.

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

2.11.3 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. Normally, the University will not permit new enrolments in a Unit at any time after 10% of the scheduled Unit teaching time has expired.

NB: A late enrolment fee of \$50 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 only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at: <http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email studentadmin@nd.edu.au