



1. STUDENT DETAILS

1.1 Title Surname/Family name First name Second/Middle name

Student ID Number Are you a student visa holder? Yes No

2. COURSE DETAILS

2.1 Course name Course code

3. UNITS TO BE ADDED TO CURRENT ENROLMENT

3.1 Campus: F = Fremantle, B = Broome, S = Sydney. Mode: I = Internal Mode; E = External Mode

Semester (e.g. 15S1)	Campus	Mode	Unit Code	Unit Title

4. UNITS TO BE WITHDRAWN FROM CURRENT ENROLMENT

4.1 If you receive AUSTUDY or YOUTH ALLOWANCE and are reducing the number of units please contact Centrelink to check your continued eligibility.

4.2 Campus: F = Fremantle, B = Broome, S = Sydney. Mode: I = Internal Mode; E = External Mode

Semester (e.g. 15S1)	Campus	Mode	Unit Code	Unit Title

5. REASON FOR WITHDRAWAL

5.1

6. SIGNATURES OF APPROVAL

Course Coordinator signature Date • •

Second Course Coordinator signature Date • •

(if double degree or units to be studied at another campus)

7. DECLARATION

7.1 I declare that I have read, understood and agree to the General Information and Student Declaration sections overleaf and declare that the details I have provided on this form are correct and complete.

Student signature Date • •

OFFICE USE ONLY

Date returned to School

By

AMENDMENT(S) REQUIRED (if applicable)

- Student details incomplete
 Start / Census Date required
 Unit code/ Title mismatch
 Unit not offered in nominated Semester
 Signature missing
 Other

PLEASE UPDATE HIGHLIGHTED SECTION(S) AND RETURN TO STUDENT ADMINISTRATION ASAP

GENERAL INFORMATION

- Changes will take effect from the date your form is received by your School. You should ensure that the form is received before the relevant deadline. Deadlines are advertised on the University website: www.nd.edu.au.
- If you are mailing the form and require proof of lodgement you should send it by Registered Mail. It is recommended that you keep a copy for your own records.
- All enrolments require the approval of your School. Simply submitting a form does not guarantee this.
- The General Regulations state that a late enrolment fee will apply for enrolments after the advertised date.
- If you are a student visa holder, you must maintain a full-time study load for the duration of your course as part of your visa conditions. If you are not enrolled full-time, you may be in breach of Department of Immigration & Border Protection (DIBP) regulations. You must inform the University of any change of address within seven days otherwise you are in breach of DIBP regulations. You are not allowed to defer your studies except in exceptional circumstances or due to illness (to be accompanied by supporting documentation).
- If you withdraw on or before the Census Date for a unit, your FEE-HELP or HECS-HELP liability will not be affected, i.e. you will not be liable to pay your HECS-HELP student contribution amount for the unit and you will not incur a HECS-HELP or FEE-HELP debt for the unit. If you withdraw from a unit after the Census Date you will still be responsible for payment of the fees or your FEE-HELP or HECS-HELP liability for that unit. Withdrawal from a unit after the Academic Penalty date will result in a "WF" (Withdrawal Fail) grade. Census Dates and Academic Penalty Dates are published on the University website. If, due to extenuating circumstances beyond your control, you withdraw after these dates, please complete and submit an Application for Retroactive Withdrawal to your School. Please refer to the University website for further information.

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:

fremantle.registrar@nd.edu.au (for Broome / Fremantle students), or Sydney.registrar@nd.edu.au (for Sydney students).

STUDENT DECLARATION: USE AND DISCLOSURE OF PERSONAL INFORMATION

I agree to abide by the statutes, regulations, policies and rules of The University of Notre Dame Australia as they may apply to me during my period of enrolment at the University (<http://www.nd.edu.au/current-students/studentadministration/policiesregulations.shtml>).

I understand that the University complies with the Privacy Act 1988 (Cth) and that information on how the University will collect, use, disclose and manage my personal information is outlined in the University's Privacy Policy (<http://www.nd.edu.au/downloads/university/privacypolicy.pdf>).

I acknowledge that during my period of study at the University, information will be collected by the University about me. I understand that the University will use my personal information for the primary purpose of managing and administering all aspects of the course of study for which I have enrolled.

The University will also use this information to contribute to the University's analysis, use and publication of de-identified results which relate to quality monitoring and improvement activities. I understand that the University will not disclose my personal information to any third party without my written consent, unless the University is required or authorised to do so by law.

Disclosure of Personal Information and Student Consent

I agree/consent to the University disclosing my personal information to a person or body external to the University where:

- Disclosure is required or permitted by law or is required to fulfill mandatory or contractual reporting requirements to Commonwealth and State government departments, statutory and regulatory bodies and their authorised agents. Examples include, but are not limited to: the Commonwealth Department of Education, the Department of Immigration and Border Protection, Centrelink, the Australian Taxation Office and Universities Australia.
- An external person or body is engaged to provide services or support to, or for, the University, such as website hubs, database hosts, data back-up service providers and survey companies holding and/or processing my personal information on their IT systems on behalf of the University, but only where there is a legal obligation in force between the external body or person and the University to safeguard my information.
- I am an international student and disclosure is a contractual reporting requirement to sponsors, exchange partners and /or agents.
- I am participating in a student exchange or cross-institutional program and the disclosure is to the other educational or vocational institution.
- Disclosure is to accreditation or registration bodies relevant to my program of study to verify qualifications and experience.
- I am under 18 years of age and disclosure is to my parent or legal guardian.

I am aware that personal information disclosed to Commonwealth and State government departments, statutory and regulatory bodies and their legitimate agents may be shared among various government agencies and bodies for the purpose of improving the provision of higher education, training and research.

I acknowledge that when I enrol at the University, I am provided with a University email address and that the purpose of this email address is for all official electronic correspondence. I understand that the University will use this email address to communicate with me not only for the purpose of managing aspects of my course, but also to advise me on University student services and upcoming University events and/or activities which I may wish to participate in as a student of the University. I understand that my continued use of the email address is subject to me agreeing to and abiding by the terms and conditions that apply to the use of a University email address.

I have read and understood the terms set out above and agree to them as conditions of my enrolment and/or admission at the University.

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Sydney Campus

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