

# Higher Education Change of Enrolment

Student Number

Title  Mr  Mrs  Ms  Miss  Dr  
 Other \_\_\_\_\_

Surname

Given Names

Preferred Name

Gender  Male  Female

Date of Birth

Are you an International Student?  Yes  No

Email  Have you activated your student account?  
All correspondence sent to students by CDU will be sent to the student's official CDU email address.

Course Code  Campus/Centre  Course Mode  Internal  External  Mixed

Course Name

**Postal Address** (must be completed by all students)

Number & Street or PO Box

Suburb / Town

State

Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

**Units to be added** (Please refer to [www.cdu.edu.au/studentnet](http://www.cdu.edu.au/studentnet) for unit codes and availability)

Unit code	Teaching Period	Mode	Unit Name

**Units to be withdrawn** The last date for withdrawal without academic and financial penalty is the census date for that teaching period. You must provide a reason for each unit withdrawal to assist in improving our unit offerings and availability. If you are withdrawing **after** census date, you must also provide supporting documentation. For census dates refer to the important dates page at [www.cdu.edu.au/studentnet/calendar](http://www.cdu.edu.au/studentnet/calendar).

Unit code	Teaching Period	Mode	Unit Name	Withdrawal Reason
Example: CUC 106	SEM-1	1	Design and Innovation: Communicating Technology	10

**Please select the reason for withdrawal**

- |                                |   |                                 |
|--------------------------------|---|---------------------------------|
| 01 Enrolling in another Unit   | 05 Relocation/Replacement                 | 09 Course Cancellation          |
| 02 Personal/Family Reasons     | 06 Dissatisfaction with Unit content      | 10 Change in study mode         |
| 03 Financial Reasons           | 07 Dissatisfaction with Unit presentation | 11 Access or Technology Reasons |
| 04 Employment/Work Commitments | 08 Course Transfer                        | 12 Other reasons                |

**Do you require a refund?**  Yes  No

If yes, you must fill in form GEN107

...Continued overleaf

I hereby declare that the information I have entered on this form is accurate and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**REFUNDS**

Refunds are not automatic and must be applied for. To apply, please fill in form GEN107 and submit it to any campus Information Centre or to your local centre. If a refund is approved it will be processed within 30 days.

**INTERNATIONAL**

International Students who hold a Student Visa are required to maintain a full time enrolment.

**AUSTUDY/ABSTUDY**

It is the responsibility of the student to ensure that eligibility for Austudy/Abstudy is not affected if you change your enrolment in any way.

Please submit your application to;

Student Services  
Information Centre  
Charles Darwin University  
Darwin, NT 0909

Fax: (08) 8946 6642

OFFICE USE ONLY			
<b>Received:</b>	Processed by:	<b>Dean of Faculty</b>	<b>For withdrawals after the census date:</b> <input type="checkbox"/> <b>Without Academic Penalty</b> – The Grade of WW (Withdrawn) will be awarded to the student <input type="checkbox"/> <b>With Academic Penalty</b> – The Grade of WF (Withdrawn Fail) will be awarded to the student
		Name:	
	Date:	Signature:	
		Date:	
<b>ALU/ Co-ordinator Approval</b>	Name:	Signature:	Date:
<b>Comments</b>			
<b>TRIM Number</b>	<b>STU</b>		