

## CHANGE OF UNIT ENROLMENT / WITHDRAWAL FROM COURSE

### INSTRUCTIONS

1. Please print CLEARLY using a **BLACK** pen.
2. **Use this form to change units AFTER registration (either to withdraw or enrol in units in your course).**
3. If you are changing your mode of study (e.g. from an internal/external student to an external/internal student) you must enrol in your preferred version of the unit **and** withdraw from the other version, otherwise you may be enrolled in both versions of the same unit.
4. Please be aware of important dates/deadlines which may effect your enrolment as a result of your intended variation by checking the Principal Dates website at <http://www.une.edu.au/publicity/dates/index.htm>
5. If you receive AUSTUDY or YOUTH ALLOWANCE and are reducing the number of units in which you are enrolled, please contact AUSTUDY to check your continued eligibility.
6. Return this form, signed by you, to the Student Centre, The University of New England, NSW, 2351.

# CHANGE OF UNIT ENROLMENT/WITHDRAWAL FROM COURSE

**PERSONAL DETAILS** (Must be completed)

Student Number: 

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Family Name:		Given Name(s):		Title:	
Contact phone:		Course name			
Date of birth:		Faculty			
Email Address:					

**UNIT WITHDRAWALS** \*Semester codes: 1 = Semester 1, 2 = Semester 2, Y = Year-long units, S = Summer School Units

Unit Code	Unit Name	Internal Mode <i>(please tick)</i>	External Mode <i>(please tick)</i>	Semester (1, 2, Y, S)*	Office Use Only Approval
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

**UNIT ENROLMENTS TO BE ADDED**

Unit Code	Unit Name	Internal Mode <i>(please tick)</i>	External Mode <i>(please tick)</i>	Semester (1, 2, Y or S)*	Office Use Only Approval
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

**SUMMARY OF ENROLMENT VARIATION (Please outline your new enrolment details for the whole year.)**

Unit Code	Unit Name	Internal Mode <i>(please tick)</i>	External Mode <i>(please tick)</i>	Semester (1, 2, Y or S)*
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

**WITHDRAWAL FROM COURSE**

Are you withdrawing completely from your studies at UNE?  Yes  No (Please tick)

If Yes, from what date will you be withdrawing from your course? (eg Bachelor of Arts, Grad Dip Ed)

**STUDENT CHECKLIST**

**In making this request, I have checked that:** *(please tick)*

I meet prerequisites  The units are appropriate for my degree

I expect to complete award requirements by 31 July to qualify for graduation in October  Yes  No

I expect to complete award requirements by 30 Nov to qualify for graduation in March/April  Yes  No

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_