

# INDIVIDUAL UNIT ENROLMENT FORM

for Cross Institution and Non-Award Students

ACPE ID No:  Last Name  First Name

Contact Ph:  Please Tick **Non Award**  **Cross Institution**

**This form is due prior to start of classes.**

2022 Teaching Period	Start Date	Census Date	2022 Teaching Period	Start Date	Census Date
Summer School	10 Jan 2022	21 Jan 2022	Semester 2 (Yr 4 Education Only) Semester 2 (all other students)	18 Jul 2022	5 Aug 2022
Semester 1	7 Mar 2022	1 Apr 2022		8 Aug 2022	2 Sep 2022

**1. Unit Enrolment** – Please check the *List of Units for Offer in 2022* to identify the applicable teaching period/s and the *2022 Schedule of Online Units* for online mode availability

Write the unit code and unit for the unit/s you wish to enrol into.	Teaching Period <small>(refer above)</small>	Timetabled Class Preference
Unit Code      Unit Name		
Unit Code      Unit Name		
Unit Code      Unit Name		
Unit Code      Unit Name		

**2. Tuition Fee Payment Method** - Refer to the Fee Schedule published <https://www.acpe.edu.au>

**Non-Award students** cannot access FEE-HELP and must pay the full semester's tuition fees to the College by the first Friday following the census date. Payment Method: **DIRECT PAYMENT**

**Cross-Institutional students.** Tick applicable payment method:

- FEE-HELP** If you have a CHESN (*Commonwealth Higher Education Student Support Number*) and in receipt of a HELP loan for your studies at your home institution, you may apply for FEE-HELP for your ACPE units by submitting the completed *Request for FEE-HELP Assistance Form* or ECAF to ACPE no later than 5pm of the semester's census date. FEE-HELP eligibility requirements apply. Please provide your CHESN \_\_\_\_\_.
- DIRECT PAYMENT.** Tick this box to nominate to pay your tuition fees directly to the College (i.e. no FEE-HELP access).

For students on DIRECT PAYMENT method, note:

Payments may be made by credit card in person at the ACPE Front Desk or by direct deposit to the ACPE Bank Account.  
*Bank Name:* National Australia Bank *Account Name:* ACPE Ltd *BSB:* 082902 *Account Number:* 566255467  
*Bank Address:* 179 London Circuit Canberra ACT 2600

*(Please ensure that you include your Student Number and your Surname in the reference field when making your bank deposit payment. Failure to do so may result in your payment not correctly identified and allocated to your account)*

**3. Student Declaration**

1. I have noted the start dates and census date for the units.
2. I acknowledge and understand that:
  - a. I am responsible for checking that my enrolment and fee payment details are correct. I can do so by checking the **Enrolment Summary Acceptance** notice that I will be sent via my ACPE email account a few weeks after initial enrolment. I can also check my enrolment by logging into my student records held in Paradigm
  - b. If I wish to enrol in additional units or request a change to tutorial group, I must lodge the **Unit Enrolment Variation Form** on or before the due date;
  - c. To withdraw from any enrolled unit, I must lodge the **Unit Enrolment Variation Form** on or before the unit's **census date**;
  - d. If I do not withdraw from an enrolled unit on or before the unit's **census date** and do not attempt to complete the unit in which I am enrolled, I will be liable to pay the tuition fee for the enrolled unit and will incur a Fail grade for the unit.
3. I confirm acceptance of the terms and conditions of enrolment and which are available on the ACPE website <https://www.acpe.edu.au/future-students/admissions/terms-and-conditions>.
4. I declare that I am the person whose name appears on the form.

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

**SUBMISSION**

Print this form after completing it, sign the declaration above and you can submit it using any of the following options:

1. Scan and email as an attachment to [registry@acpe.edu.au](mailto:registry@acpe.edu.au)
2. Hand the form in person to ACPE Front Desk at 10 Parkview Drive, Sydney Olympic Park
3. Mail the form to ACPE Locked Bag 2000, Concord West NSW 2138.