

ACPE ID No _____ Last Name _____ First Name _____

Contact Phone: _____ Course: _____

IMPORTANT NOTES

- ❖ You must enrol in units using the **Course Plan** in the Paradigm Student Management System. If you are unable to use the Paradigm system, email registry@acpe.edu.au for assistance.
- ❖ Use this form to request a variation to the course enrolment currently on Paradigm. This form will not be processed if information is incomplete.
- ❖ Penalties may apply if you do not submit your request on or before the due date for the submission. The enrolment and fee policies are available at <https://www.acpe.edu.au/college-policies> and must be read, understood and accepted at the time of enrolment.

2023 Teaching Period	Start Date	Census Date	2023 Teaching Period	Start Date	Census Date
Summer School	9 Jan 2023	20 Jan 2023	Semester 2 (Yr 4 Education Only)	17 Jul 2023	4 Aug 2023
Semester 1	6 Mar 2023	31 Mar 2023	Semester 2 (all other students)	7 Aug 2023	1 Sep 2023

I request a variation to my enrolment that was entered in Paradigm, as indicated below:

(Indicate type of variation with a cross ☒ and provide details.)

1. Withdraw from Enrolled Units

Deadline: Census date of the unit's teaching period

Note: Academic & financial penalties apply to unit withdrawal/s received by ACPE after the census date.

- You cannot withdraw from the Foundation Unit without written approval from your Head of Department.
- It is strongly recommended that you consult with your Head of Department before withdrawing from units.
- If you are withdrawing from **ALL** your current semester units, you must additionally complete either the form to Defer or Intermit Studies, or the form to Discontinue Studies available on the [ACPE forms page](#)

Teaching Period*	Census Date*	Unit No.	Unit Title	Reason/s for withdrawal	Office use only Processed by:

*refer to the Teaching Period Table above

2. Change Class (Tutorial/Workshop/Seminar) Group

Deadline: Friday of Week 1 of the unit's teaching period

Teaching Period*	Start Date*	Unit No.	Unit Title	From Class No.	To Class No.	Office use only Processed by:

*refer to the Teaching Period Table above

3. Enrol in Additional Units

Deadline: Friday of Week 2 of the unit's teaching period

Teaching Period*	Start Date*	Unit No.	Unit Title	Preferred Class No.	Office use only, Processed by:

*refer to the Teaching Period Table above

DECLARATION. I hereby declare that: (tick each box)

- The information provided on this form is correct and complete.
- The Policies and Procedures have been made available to me online and I have read, understood and accepted these as conditions of my enrolment.
- I understand that it is my responsibility to ensure that my workload complies with Youth Allowance/Austudy/Abstudy if I am applying for any of these payments.

Student's Signature: _____

Date: _____

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

- Scan and email as an attachment to StudentServices@acpe.edu.au OR
- Hand the form in person to ACPE Front Desk (Student Services) at 10 Parkview Drive, Sydney Olympic Park

Check your details in the Paradigm Student Management System to view your current unit enrolment information; if your request has not been processed after 5 working days of submitting this form, please send a follow-up email to StudentServices@acpe.edu.au