

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.

| 2024 Teaching Period | Start Date | Census Date | 2024 Teaching Period | Start Date | Census Date |
|----------------------|------------|-------------|----------------------------------|------------|-------------|
| Summer School | 8 Jan 2024 | 19 Jan 2024 | Semester 2 (Yr 4 Education Only) | 22 Jul 24 | 9 Aug 24 |
| Semester 1 | 4 Mar 2024 | 2 Apr 2024 | Semester 2 (all other students) | 5 Aug 24 | 30 Aug 24 |

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 |
|------------------|--------------|----------|------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*refer to the Teaching Period Table above

2. Change Unit Attendance Mode (online or on-campus)

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

You can change your class choice (session) in the Paradigm system during the enrolment period. However only ACPE staff can process a change in mode (online to on-campus or on-campus to online). You may need HOD permission to change to online mode if you are not enrolled in a fully online course.

| Teaching Period* | Census Date* | Unit No. | Unit Title | From Current mode. | To New Mode |
|------------------|--------------|----------|------------|--------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*refer to the Teaching Period Table above

3. Enrol in Additional Units

Deadline: **Friday of Week 1** of the unit's teaching period.
HOD approval required after Week 1.

| Teaching Period* | Census Date* | Unit No. | Unit Title | Preferred Class No. (if applicable) |
|------------------|--------------|----------|------------|-------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*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: _____

Complete this form, sign the declaration above, and upload this form to [MyACPEportal](#) (Choose Enrolment Support).

Check your details in the Paradigm Student Management System to view your current unit enrolment record; if your request has not been processed after 5 working days of submitting this form, please post a query in the student portal case.