



ACPE ID No _____ Last Name _____ First Name _____

Contact Phone: _____ Course: _____

IMPORTANT NOTES

- ❖ Use this form to request a variation to your current course enrolment. It is strongly recommended that you consult with your Department Head before withdrawing from units, or before enrolling in units that are outside your normal course study pattern.
- ❖ 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.
- ❖ It is your responsibility to ensure you have completed the prerequisites for the units you are enrolling into. You may be withdrawn from the unit if you have not completed its prerequisite/s.
- ❖ 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.
- ❖ Check your details in the Paradigm Student Management System to view your current unit enrolment information and read your ACPE email for enrolment-related communication.

| 2019 Teaching Period | Start Date | Census Date | 2019 Teaching Period | Start Date | Census Date |
|----------------------|------------|-------------|----------------------|------------|-------------|
| Summer School | 2-Jan-19 | 11-Jan-19 | Semester 2 | 29-Jul-19 | 23-Aug-19 |
| Semester 1 | 4-Mar-19 | 29-Mar-19 | | | |
| May Online | 6-May-19 | 31-May-19 | October Online | 7-Oct-19 | 1-Nov-19 |

I request a variation to my initial enrolment as indicated below: (Indicate type of variation with a cross and provide details.)

1. Change Class (Tutorial/Workshop/Seminar) Group Deadline: Friday of Week 1 of the unit's teaching period

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

*refer to the 2019 Teaching Period Table above

2. Enrol in Additional Units Deadline: Friday of Week 2 of the unit's teaching period

| Teaching Period* | Start Date* | Unit/Subject No. | Unit/Subject Title | Preferred Class No. | Office use only | |
|------------------|-------------|------------------|--------------------|---------------------|-----------------|---------------|
| | | | | | HOD's approval | Processed by: |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

*refer to the 2019 Teaching Period Table above

3. 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.

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

*refer to the 2019 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.
- I understand that it is my responsibility to ensure that I have met any pre-requisites for my chosen unit/s of study.

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
- Hand the form in person to ACPE Front Desk (Student Services) at 10 Parkview Drive, Sydney Olympic Park