

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.

2021 Teaching Period	Start Date	Census Date	2021 Teaching Period	Start Date	Census Date
Summer School	4 Jan 2021	15 Jan 2021	Semester 2 (Yr 4 Education Only)	19 Jul 2021	27 Aug 2021
Semester 1	8 Mar 2021	6 Apr 2021	Semester 2 (all other students)	2 Aug 2021	27 Aug 2021

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. 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 2021 Teaching Period Table above

- 2. 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 2021 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 2021 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
- 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