

Enrolment Variation Form

PERSONAL DETAILS

First Name: _____ Last Name: _____

Student ID Number: _____ Contact Phone Number: _____

Program: _____

I WISH TO CHANGE MY UNIT ENROLMENT FOR:

- Trimester 1
- Trimester 2
- Trimester 3

CHANGING FROM FULL-TIME TO PART-TIME:

- No
- Yes, change to full-time
- Yes, change to part-time

Are you receiving Youth Allowance or Austudy?

- No
- Yes

UNIT WITHDRAWALS

Unit code	Unit name
_____	_____
_____	_____
_____	_____

UNIT ADDITIONS

Unit code	Unit name
_____	_____
_____	_____
_____	_____

REASON FOR VARIATION

Please select the most relevant reason/s for your decision to vary your enrolment:	
<input type="radio"/> On advice of the lecturer	<input type="radio"/> Health problems
<input type="radio"/> On advice from a medical practitioner	<input type="radio"/> Work obligations
<input type="radio"/> Family obligations	<input type="radio"/> Dissatisfaction with the course or Collarts
<input type="radio"/> Financial difficulties	<input type="radio"/> Other

If other selected above please detail briefly below

AUTHORISATION

I understand that I will remain liable for all unit enrolment fees, as outlined on my Commonwealth Assistance Notice (CAN), if this form is not received by Collarts by the relevant trimester census date. Students studying less than a 75% study load are unlikely to receive Centrelink payments. For students to remain eligible for Centrelink, they must be enrolled in 75% of a full-time study load. This is equivalent to 18 credit points per trimester at Collarts. Please contact Centrelink before making any decisions about reducing your study load

Student Signature: _____ Date: _____

Program Leader Signature: _____ Date: _____

OFFICE USE ONLY

Staff Name:	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		