



University of Ballarat Higher Education
PO Box 663 Ballarat VIC 3353 Australia

2011 Enrolment Amendment Form

<input type="text"/>	<input type="text"/>	<input type="text"/>
University of Ballarat Student ID Number	Program Code	Year Level
Academic Career	Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>
	Research <input type="checkbox"/>	Non Award <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus or Provider and Location	Campus Code	

Personal Details: Title First Name

Other Names

Family Name

Date of Birth / / Gender Male Female Are you an International Student studying in Australia? YES NO

Contact Details: During Semester and Lecture Breaks

Australian Home Telephone ()

International Home Telephone 0011 + Country Code ()

Mailing Address

Australian Mobile

Suburb/Town/City

Country State Post Code

UB eMail

Delete course/s from current program				Dropped into mySC
Term Code	Course Code	Lecture or Seminar Class No.Code (Must complete)	Laboratory Class Number Code (If applicable)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add course/s to current program				Added into mySC
Term Code	Course Code	Lecture or Seminar Class No.Code (Must complete)	Laboratory Class Number Code (If applicable)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code	Course Code	Lecture Class Code	Laboratory Class Code	<input type="radio"/>
Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Distribution List: Student Administration School

Add course/s to current program, continued...

Term Code <input type="text"/>	Course Code <input type="text"/>	Lecture or Seminar Class No. Code (Must complete) <input type="text"/>	Tutorial Class Number Code (If applicable) <input type="text"/>	Laboratory Class Number Code (If applicable) <input type="text"/>	Added into mySC <input type="radio"/>
Course <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code <input type="text"/>	Course Code <input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term Code <input type="text"/>	Course Code <input type="text"/>	Lecture Class Code <input type="text"/>	Tutorial Class Code <input type="text"/>	Laboratory Class Code <input type="text"/>	<input type="radio"/>
Course <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Important Note (if applicable): If the course/s you are adding is an elective undertaken **outside** your School, you must confirm with the other School's Timetabler that a place is available and they must sign here. School Timetabler Approval

Available Place YES Other School Name Date DD / MM / YYYY

Are you changing your load? Yes YES No NO If yes, please tick appropriate box: Full-time Part-time

What is your payment option? Please indicate **one** payment option below

HECS-liable students

- 201 deferred all or part of student contribution through HECS-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 202 paid the full student contribution up-front with HECS-HELP discount (Australian Citizen or holder of a Permanent Humanitarian Visa)
- 203 paid the full student contribution up-front without HECS-HELP discount (New Zealand Citizen or holder of a Permanent Visa)

FEE-HELP eligible students

- 230 deferred all or part of Award or Enabling course tuition fee through FEE-HELP (Australian Citizen or holder of a Permanent Humanitarian Visa)

Non-overseas tuition fee-exempt students

- 270 student in a non-Commonwealth supported place with an exemption scholarship (no tuition fee to be charged)

Contribution exempt students

- 260 student in Commonwealth supported place with an exemption scholarship (no student contribution to be charged)
- 261 a domestic student enrolled in an enabling course (ie bridging or supplementary program)
- 262 student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support not received from, the provider and for which a student contribution cannot be charged.

Fee-paying non-overseas students

- 301 a domestic student enrolled in a non-Award course (other than an enabling course)
- 302 paid full Award or Enabling course tuition fee

Fee-paying overseas students

- 310 a fee-paying overseas student who is NOT sponsored under a foreign aid program, and including students with these awards:
 - > IPRS (International Postgraduate Research Scheme);
 - > SOPF (Special Overseas Postgraduate Fund);
 - > Australian-european Awards Program; and
 - > The Commonwealth Scholarship and Fellowship Plan

Research Training Scheme (RTS) students

- 330 a domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000

Semester Census Dates 2011: Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for relevant census (withdrawal) dates.

Late Summer: 20 January (1102)	Semester 1: 31 March (1105)	Winter: 31 May (1115)	Semester 2: 31 August (1120)	Spring: 15 October (1125)	Summer: 9 December (1127)
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Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by the University of Ballarat ('University') of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of the University and I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University may correspond with me via official University noticeboards or to my nominated mailing address or to my University email account. I acknowledge that if I wish to have my photograph withheld from use by the University that I will contact the University in writing requesting the removal of my photograph.

I authorise the University of Ballarat to amend my program, effective from the date this form is lodged. I understand that I will not be entitled to a refund of any upfront fees or HELP loan if this form is lodged after the relevant census (withdrawal) date. I agree to pay all fees (upfront or HELP loan) related to the course/s added on this form.

Commonwealth supported students: I have adequate Student Learning Entitlement (SLE) to cover the total credit value (EFTSL) of courses added on this form.

Austudy or Student Youth Allowance recipients: I understand that I must notify Centrelink in writing within (7) days if I am amending my part-time or full-time load.

International students studying in Australia: I understand that changes to my enrolment may affect my student visa. The University of Ballarat or my education provider will notify the Department of Immigration and Citizenship (DIAC) if my load is reduced.

Student Signature Date DD / MM / YYYY

Partner Provider (PP) Approval: *If applicable.*

PP Program Coordinator Name

PP Program Coord. Signature

Date / /

All details on this form have been entered into my Student Centre: Yes, file only YES No, School to process NO

Entered by:

Date / /

Copy on file at PP. Original to be sent to School for approval.

University of Ballarat School Approval:

Program Coordinator Name

Program Coord. Signature

Date / /

All details on this form have been entered into my Student Centre: Yes, file only YES No, Student Admin to process NO

Entered by:

Date / /

Copy on file at School. Original to be sent to Student Administration, Mt Helen.

University of Ballarat School Timetabler Approval: *(If applicable, if adding courses).*

School Timetabler Name

School Timetabler Signature

Date / /

Seat Available YES

Student Administration (Office Use)

Entered by:

Date / /

mySC Updated (Please tick) YES

Liability Status Changed (If applicable) YES

Cohort Year Changed (If applicable) YES

Enrolment NSI Added (If applicable) YES

International students only: If load has been reduced to part-time, notify ISP (If applicable) YES

Comments