

ENROLMENT DETAILS VARIATION

DEAKIN UNIVERSITY

STUDENT
ID NUMBER

COURSE
CODE

CAMPUS

SECTION 1: PERSONAL DETAILS

TITLE	FAMILY NAME	GIVEN NAME(S)
-------	-------------	---------------

OPTION 1: I WOULD LIKE TO CHANGE MY TITLE AND/OR NAME TO:
(PLEASE PROVIDE APPROPRIATE CERTIFIED DOCUMENTATION EG MARRIAGE CERTIFICATE)

TITLE	FAMILY NAME	GIVEN NAME(S)
-------	-------------	---------------

OPTION 2: I WOULD LIKE TO DISCONTINUE MY COURSE:
(IT IS STRONGLY RECOMMENDED THAT YOU DISCUSS YOUR WITHDRAWAL FROM YOUR COURSE WITH YOUR STUDENT ADVISER)

OPTION 3: I WOULD LIKE TO INTERMIT FROM MY COURSE:

DATE / /	REASON CODE (CODE ON PAGE 2)	FROM TRIMESTER 20	RETURN TO STUDY TRIMESTER 20
----------	---------------------------------	----------------------	------------------------------------

**OPTION 4: I WOULD LIKE TO WITHDRAW OR ADD UNITS:
UNIT(S) TO BE WITHDRAWN**

UNIT CODE	CAMPUS	UNIT NAME	TRIMESTER/YEAR	CLASS	CREDIT POINTS

UNIT(S) TO BE ADDED

UNIT CODE	CAMPUS	UNIT NAME	TRIMESTER/YEAR	CLASS	CREDIT POINTS

SECTION 2: STUDENT DECLARATION

I have read the relevant course information and am satisfied this variation meets the course and University requirements. The enrolment change I have requested complies with any enrolment restrictions specified by the University. I have read the University Fees & Charges and Important Dates sections of the University Handbook and agree to pay all fees & charges arising from this variation to my enrolment.

STUDENT SIGNATURE	DATE
-------------------	------

DEAKIN STAFF TO COMPLETE FACULTY APPROVAL

FACULTY APPROVAL (PRINT FULL NAME)	SIGNATURE	DATE
FACULTY APPROVAL (PRINT FULL NAME) (COMBINED DEGREES)	SIGNATURE	DATE

INTERNATIONAL STUDENT INTERMISSION/DISCONTINUATION

<input type="checkbox"/> ISA - Approved	COMMENT	
<input type="checkbox"/> ISA - NOT Approved	ISA SIGNATURE	DATE
EFFECTIVE DATE FROM	PROCESSED BY DSA	DATE

18/07/2015



INSTRUCTIONS

1. Please complete relevant parts of the form and tick appropriate box(es). The completed form must be returned to your Faculty Course Adviser for approval (see Student Handbook for official dates).
2. Change of name: **certified** documentary evidence must be provided (e.g. Marriage Certificate).
3. ID Card to be attached
 - For Intermission or Discontinuation
 - If name is to be changed.
4. Intermission from course or unit variation must be approved by Course Adviser.
5. International students please note: DIBP normally only accepts Leave of Absence for one trimester for medical or compassionate reasons. Please seek advice from your Faculty Course Adviser and Deakin International.

PLEASE NOTE

- If you require a refund of your fees, please complete the “Application for Refund of Fees” form at www.deakin.edu.au/study-at-deakin/fees/refunds-and-remissions
 - Enrolment information such as address changes, exams centres, course status, units and results details can be checked at www.deakin.edu.au/studentconnect
- Please allow ten working days for your enrolment variations to be processed.

KEYS TO SYMBOLS

Teaching Period	Description
1	Trimester 1 / Semester 1
2	Trimester 2 / Semester 2
3	Trimester 3
M1	Medical School Semester 1
M2	Medical School Semester 2

Class

D = Day

E = Evening

X = Cloud (online)

Credit Points

Total credit point value of the unit.

DISCONTINUE CODES

Reason	Code
Health/Medical	21
Financial	23
Increased employment	24
Course too difficult	27
Dissatisfaction with course	28
Other/Personal	29
Family commitments	88
Accepted another offer at another institution	92
Accepted another offer at Deakin University	93

CENSUS DATES

Refer to the Important Dates section in the Handbook for relevant census dates www.deakin.edu.au/handbook

ENCUMBRANCES

If an encumbrance has been placed against your enrolment this enrolment variation cannot be processed until the debt/cause has been resolved.

Please complete this form and deliver or post it to your Faculty Course Adviser.

Telephone enquiries can be directed to:

Geelong 03 5227 2333, Burwood 03 9244 6333, Warrnambool 03 5563 3333