

Enrolment details variation

Deakin University

STUDENT ID NUMBER

COURSE CODE

CAMPUS

SECTION 1: PERSONAL DETAILS

TITLE	FAMILY NAME	GIVEN NAME(S)
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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)
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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)

DATE / /	REASON CODE (CODE ON PAGE 2)
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OPTION 3: I WOULD LIKE TO INTERMIT FROM MY COURSE:

FROM TRIMESTER/SEMESTER	RETURN TO STUDY TRIMESTER/SEMESTER
20	20

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UNIT(S) TO BE WITHDRAWN

UNIT CODE	UNIT NAME	TRI/SEM & YEAR	CAMPUS	CLASS	CREDIT POINTS

UNIT(S) TO BE ADDED

UNIT CODE	UNIT NAME	TRI/SEM & YEAR	CAMPUS	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 agree to pay all fees and charges arising from this variation to my enrolment.

STUDENT SIGNATURE	DATE
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DEAKIN STAFF TO COMPLETE (STUDENT ADVISER)

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

DEAKIN STAFF TO COMPLETE (STUDENT EXPERIENCE MANAGER OR APPROVED DELEGATE)

APPROVAL (PRINT FULL NAME)	SIGNATURE	EFFECTIVE DATE
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NOTES

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INTERNATIONAL STUDENT INTERMISSION

ISA - Approved	ISA SIGNATURE	DATE	EFFECTIVE DATE
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INTERNATIONAL STUDENT DISCONTINUATION

DI Compliance - Approved	DI COMPLIANCE SIGNATURE	DATE
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INSTRUCTIONS

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

PLEASE NOTE

- If you require a refund of your fees, please complete the “Application for Refund of Fees” form at deakin.edu.au/students/enrolment-fees-and-money/fees
 - Enrolment information such as address changes, exams centres, course status, units and results details can be checked at 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 Campus

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 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 Student Adviser at Student Central deakin.edu.au/student-central.

Telephone enquiries can be directed to:

Geelong 03 5227 2333, **Burwood** 03 9244 6333, **Warrnambool** 03 5563 3333,
Cloud Campus 13 3325 or 13 DEAKIN (international +61 3 9244 6333)