

# Application for a Variation to Enrolment

For Faculty of Sciences Students

FACULTY OF SCIENCES



This form is to be completed by Faculty of Sciences students who require a variation to their current enrolment due to special circumstances. See over form for more information.

Student Details			
ID:	Surname:	First Name:	
Email:		Phone:	
Program Details			
Program:		Plan:	
Courses for which the variation is requested:			
Semester	Subject Area	Cat No	Title
Request:			
I request to be withdrawn from the above course(s) with the following effective date:			
<input type="checkbox"/> <b>Census Date</b> (complete removal from student record) <input type="checkbox"/> <b>WNF Date</b> <input type="checkbox"/> <b>Add Course *</b> <small>[*must submit <u>Course Add-Late Form</u> with application]</small>			
I understand that if this application is approved, my financial eligibility may change for the course/s above <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Variation			
Please give reason for this request below or attach an explanation letter. Supporting documentation <b>MUST</b> be attached. Forms received without supporting documentation will not be accepted.			

Student Signature: _____ Date: _____

**IMPORTANT INFORMATION**

**When to use this form:**

The following are considered special circumstances:

- student is admitted to hospital just prior to the census date;
- death of a close family member on the census date;
- A student is unable to complete the requirements of the course, eg a medical condition becomes apparent after census that will prevent the student from completing the course requirements.

**Supporting Documentation:**

Supporting documentation must accompany this completed form. This documentation may be in the form of a letter stating the circumstance, the date the circumstance began, and how it has/will effect the student's ability to study from:

- Doctor
- Adelaide University Union Education and Welfare Officer
- Counsellor
- Psychologist

**Timing of Application:**

Requests for enrolment variations must be lodged with the Faculty within 12 months of the date of withdrawal from the course or 12 months from the last day of the semester if the student did not withdraw.

**Remission of Fees:**

Students may also wish to seek:

- remission of the FEE-HELP debt, including pre-2005
- refund of any related up front payments.

Further information is available from <http://www.adelaide.edu.au/student/finance/special/> and from <http://www.adelaide.edu.au/policies>.

**SUBMITTING THIS FORM**

Completed forms must be submitted to the Faculty of Sciences office, located:

Ground Floor  
Darling Building  
North Terrace Campus