

VARIATION OF ENROLMENT

Faculty of Architecture, Design & Planning

Students: Please try self administration on MyUni before handing in this form

Census Dates: March Semester = 31st March July Semester = 31st August

Surname:..... Other Name:..... SID:.....

Degree Name:.....

University Email:..... @uni.sydney.edu.au Phone:.....

Note: for privacy reasons, only University email accounts may be used for variations of enrolment

Postal Address:

Only if Suspending or Discontinuing your Studies

I Wish to Add a Unit(s) of Study

I Wish to DROP a Unit(s) of Study

Unit Code	Unit Name	Sem

Unit Code	Unit Name	Sem

You require the coordinators signature if you need 'Special Permission' (see handbook)

Coordinator Name:..... Signature:..... Date:.....

Coordinator Name:..... Signature:..... Date:.....

- I wish to Discontinue without Failure (DNF) from the above units.
- I understand that I will receive Discontinue Fail (DF) for the above units.
As the subjects I am dropping have passed the date to DNF.
- I wish to SUSPEND my studies for ___ semester(s) (maximum 2)
I have completed the box overleaf explaining why I feel I am unable to continue with my studies this semester/year. I wish to re-enrol at the conclusion of my suspension.
- I wish to DISCONTINUE completely from my degree.
Please drop every unit for the remainder of the year.

Local Student

International Student

I have read the table of dates overleaf and understand the implications of this request on my fees and grades

Signature (Student):..... Date:

Important Dates for 2010

Semester One - Units of Study	Dates
Last day to add a unit	Friday 12 March
Last day for withdrawal (Census Date)	Wednesday 31 March
Last day to discontinue without failure (DNF)	Friday 23 April
Last to discontinue (Discontinued - Fail)	Friday 4 June
Semester Two - Units of Study	Dates
Last day to add a unit	Friday 6 August
Last day for withdrawal (Census Date)	Tuesday 31 August
Last day to discontinue without failure (DNF)	Friday 10 Sept
Last day to discontinue (Discontinued - Fail)	Friday 29 October

You are responsible for ensuring that:

1. Your units of study appear correctly on your **Confirmation of Enrolment** or on 'MyUni' under 'Current Students' by the **Census Date** listed above.
2. You **vary your enrolment** by the deadlines shown above. In most cases you can vary your enrolment yourself online (<http://myuni.usyd.edu.au>). You can also vary your enrolment in writing/student email or at the Faculty of Architecture's Student Administration Centre.
3. You pay any additional fees or charges as a result of changing your enrolment. **The University will not issue a new invoice.** Ask for advice at the **Student Centre** in the Jane Foss Russell building or at the faculty Student Administration Office.
4. You ensure your **address, phone is updated** at all times. You can update this through **MyUni**.

PLEASE NOTE: If you WITHDRAW before the CENSUS DATE you will not incur any FINANCIAL or ACADEMIC PENALTY

DNF: Means you will not receive academic penalty but *will* pay for the unit

DF: Means you will incur the academic and financial penalty

Please use this box to write a letter of suspension or discontinuation, or attach a letter

Dear Faculty

I would like to.....my candidature

.....

.....

.....

.....

..... I want to recommence semester ____, 20____ (If applicable)

Signature: Date:.....

Associate Dean:..... **Date:**

(Office Use Only)

All forms are available for printing off our website: <http://www.arch.usyd.edu.au/CS/forms.shtml>