



PO Box 170, Lidcombe NSW 1825 Australia  
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### TIMETABLE / SEAT ALLOCATION PROBLEM

If an exam you should sit is not listed in your personalised timetable (available on the web) or if you do not have a seat number allocated for each unit of study in which you have a formal exam, you may not be properly enrolled in the unit. This could mean that you will be turned away from the examination venue *and unable to sit the exam*.

Student ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Course Name & Year: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone (Day/Mobile): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

**Units for which a seat is not allocated / not on your timetable (circle applicable):**

Unit Number	Unit Name	Date of Exam	Time of Exam

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please return this form BEFORE STU-VAC to the Exams Officer, Student Administration**

**👤 In Person to:**  
Student Enquiry Counter, 'A' Block  
Hours: Monday to Friday 9.00 – 4.30

**📠 By Fax to:**  
Examinations Officer, Student Administration  
Fax (02) 9351 9412