



2012 Enrolment Variation Request

This form is to be used by students with an *active* 2012 enrolment who are unable to vary their units online through MyUni (<http://sydney.edu.au/myuni>). This form is not applicable to Sydney Law School in Europe students – please refer to the *Enrolment & Fee Payment Advice* form at <http://sydney.edu.au/law/fstudent/coursework/LLM/enrolment.shtml>

Surname:	Given names:
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Student no:	Award course: (eg. LLM)
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Daytime contact no:	Email^:
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^ If we have any queries relating to this request, we may contact you at this address. All standard University correspondence is sent to your University email address.

Please indicate whether you are: AusAID student Fee-HELP student International student Research student

Semester-length unit = evening classes held over 13 weeks

Intensive unit = daytime classes held over a 4-5 day period

1. ADD unit(s) to your enrolment

IMPORTANT: Please refer to the table of deadlines & fee policy overleaf before completing this section.

Unit of study name	Unit code	Session	Intensive? (Y/N)
		-	
		-	
		-	
		-	

2. WITHDRAW/DISCONTINUE – NOT TO COUNT AS FAILURE unit(s) from your enrolment

IMPORTANT: Please refer to the table of deadlines & fee policy overleaf before completing this section.

Unit of study name	Unit code	Session	Intensive? (Y/N)
		-	
		-	
		-	
		-	

To confirm the outcome of this request, please visit MyUni (<http://sydney.edu.au/myuni>) > MyAdmin. You will need your UniKey details to log in. Please allow at least 24 hours for the variations made on this form to appear. You will also be mailed a *Confirmation of Enrolment* notice reflecting your enrolment variations within two weeks of submitting this form. Please understand that it is *your* responsibility to ensure that your enrolment details are recorded correctly. Fees will be charged accordingly.

By completing and returning this form, I understand that I will be required to comply with the By-laws and Regulations of the University of Sydney. I am aware of the Fee Policy (see overleaf) concerning withdrawal from units of study.

Signature:	Date:
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Please return this form to:

Postgraduate Team
Sydney Law School F10
The University of Sydney NSW 2006
F 02 9351 0200 | E law.postgraduate@sydney.edu.au

Important dates for postgraduate students 2012

Semester dates

	FEBRUARY SEMESTER	JULY SEMESTER
Semester begins	Monday 5 March	Monday 30 July
Semester recess	Friday 6 April to Friday 13 April	Monday 24 September to Friday 28 September
Study vacation	Monday 11 June to Friday 15 June	Monday 5 November to Friday 9 November
Examination period	Monday 18 June to Friday 29 June(1)	Monday 12 November to Friday 23 November(1)
Semester ends	Friday 29 June	Friday 23 November

Deadlines for enrolments and withdrawals

JANUARY SEMESTER		
<i>Semester-length units</i>		<i>Session 1</i>
Last day to add(2)	Friday 16 March(3)	
Last day to withdraw	Friday 30 March	
Last day to discontinue without failure (DNF*)	Prior to commencement of the final unit assessment task (4)	
Early intensive units		Sessions 7, 101-103
Last day to add(2)	At least 8 weeks prior to class commencement(3)	
Last day to withdraw	Close of business on first day of classes	
Last day to discontinue without failure (DNF*)	Prior to commencement of the final unit assessment task (4)	
Late intensive units		Sessions 8, 104-106
Last day to add(2)	At least 8 weeks prior to class commencement(3)	
Last day to withdraw	Close of business on first day of classes	
Last day to discontinue without failure (DNF*)	Prior to commencement of the final unit assessment task (4)	
JULY SEMESTER		
<i>Semester-length units</i>		<i>Session 2</i>
Last day to add(2)	Friday 10 August(3)	
Last day to withdraw	Friday 31 August	
Last day to discontinue without failure (DNF*)	Prior to commencement of the final unit assessment task (4)	
Early intensive units		Sessions 9, 107-108
Last day to add(2)	At least 8 weeks prior to class commencement(3)	
Last day to withdraw	Close of business on first day of classes	
Last day to discontinue without failure (DNF*)	Prior to commencement of the final unit assessment task (4)	
Late intensive units		Sessions 10, 109-112
Last day to add(2)	At least 8 weeks prior to class commencement(3)	
Last day to withdraw	Close of business on first day of classes	
Last day to discontinue without failure (DNF*)	Prior to commencement of the final unit assessment task (4)	

Fee policy

100% tuition fee liability or FEE-HELP debt will be incurred after the relevant census date below. No refund is payable for withdrawal requests received subsequent to these dates.

Session(s)	Census date	Session(s)	Census date
February Semester units		July Semester units	
101	Tue 31 Jan	107	Tue 31 Jul
102	Wed 29 Feb	2, 9, 108	Fri 31 Aug
1, 7, 103	Fri 30 Mar	109	Fri 28 Sep
104	Mon 30 Apr	10	Fri 5 Oct
8	Fri 11 May	110	Wed 31 Oct
105	Thu 31 May	111	Fri 30 Nov
106	Fri 29 Jun	112	Wed 12 Dec

Note: Sydney Law School requests students intending to withdraw from an intensive unit of study do so *no later than the close of business on the first day of classes*. Withdrawal requests received subsequent to the first day of classes may incur an administration fee.

*Requests to withdraw from a unit of study subsequent to the relevant census date will result in a "Discontinued – not to count as failure" (DNF) grade being recorded against the unit on the student's academic record. A DNF request must be received prior to the commencement of the final unit assessment task. A DNF will not be granted once a student has attempted the final assessment task in a unit. Once DNF request has been approved it cannot be withdrawn. DNF does not represent an academic failure. The student will incur a full fee liability for the unit and will not be eligible for a refund.

(1) Students are required to make themselves available for the duration of the scheduled exam period at the end of each semester (or on the dates specified by the Unit Coordinator in the case of an early or late intensive unit) to complete their exams. Please consult the Special Consideration Policy at <http://sydney.edu.au/law/cstudent/coursework/exams.shtml>

(2) Requests to add units of study subsequent to students receiving their semester fee invoice must be accompanied by payment if the request results in an additional fee liability being incurred. Students may view their Statement of Fees Due and make online payment through MyUni <http://sydney.edu.au/myuni>

(3) Students are strongly advised to finalise enrolment and payment of units of study as soon as possible to ensure pre-class details (reading materials, e-Learning access, presentation topics, etc) are available prior to commencement of classes. Enrolments may be capped in units where the maximum venue capacity has been reached. Students must attend at least 70% of classes in order to satisfy class attendance requirements. Participation in all scheduled sessions of an intensive unit is essential. Exemption may only be considered by the Unit Coordinator/Lecturer upon satisfactory evidence of compelling grounds i.e. sudden illness or serious misadventure which occur during an intensive unit. Students with an unsatisfactory attendance record may be refused permission to undertake assessment tasks in the unit, and must therefore discontinue the unit.

(4) Students who do not formally discontinue (DNF) by this date may receive an Absent Fail (AF) grade for the unit concerned.