CHARLES STURT
U N I V E R S I T Y

ENROLMENT VARIATION

SA-EV-1001

INSTRUCTIONS
This form is to be used when: adding or withdrawing from subjects, changing the mode or campus of study, applying for leave of absence, cancelling course enrolment.
1. Complete the details belowas appropriate.
2. Return the form to your Student Administration Office.

If applying for approved withdrawal (AW) after HECS census date, supporting documents must be attached.

1. PERSONAL DETAILS

Family Name .....Student Number .....

Given Names .....Home Campus .....

Course Name.....Course Code .....

LEGEND

Campus/Location:	A = Albury-Wodonga	B = Bathurst	C = Canberra	D = Dubbo	G = Goulburn	
(Ca/Loc)	M = Manly	N = Morpeth	O = Off Shore	W = Wagga Wagga		
Mode:	D = Distance	I = Internal	T = Tutorial			
Session Code:	10 = Summer	40 = Autumn	70 = Spring	19 = Trimester 1	49 = Trimester 2	79 = Trimester 3

2. WITHDRAWAL Please withdraw me from the following subjects:

Session Code	CRN	Subject Code	Subject Name	Ca/Loc	Mode	OFFICE USE
		| | | | |				
		| | | | |				
		| | | | |				
		| | | | |				

3. ADDITION Please add the following subjects to my enrolment:

Session Code	CRN	Subject Code	Subject Name	Ca/Loc	Mode	OFFICE USE
		| | | | |				
		| | | | |				
		| | | | |				
		| | | | |				

4. LEAVE OF ABSENCE
I wish to apply for leave in the following session/s because.. … … … … … … … … … … … … … … … … … … …

… …

… …

Year:
_____ Autumn Approved YES/NO
_____ Spring Approved YES/NO

Year:
_____ Trimester 1 Approved YES/NO
_____ Trimester 2 Approved YES/NO
_____ Trimester 3 Approved YES/NO

5. CANCELLATION OF COURSE
Please cancel my enrolment as I no longer wish to be enrolled at the University. I am aware that I will have to re-apply for admission in competition with all other applicants if I decide to study at a later date.

☐ Effective immediately ☐ At the end of the current session

6. ENDORSEMENT
In signing this form I understand that the details provided are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student's Signature ..... Date ...../...../.....

Course Co-ordinator's Signature (where required) ..... Date ...../...../.....

OFFICE USE

Authorised .....

Entered ❒ Checked ❒