

- To defer or withdraw completely from a course of study use Form SSC-105 Request to Intermit or Discontinue Course.
- Quota overrides are only granted where exceptional circumstances can be established, supported by appropriate documentation.
- On completion this form must be submitted to Student Central.
- This form will not be processed without a student signature and date.
- **Students in receipt of Youth Allowance or PES must notify Centrelink immediately upon withdrawal from units.**
- Any changes to address should be made via SIMO

STUDENT NUMBER								
SURNAME/FAMILY NAME (Block Letters)					GIVEN NAME/S (Block Letters)			
TELEPHONE NO. HOME			TELEPHONE NO. WORK					
COURSE TITLE						SEMESTER		

I wish to amend my current enrolment as follows,

**WITHDRAW from the following unit or activity:** *SEE:* 'Financial & Academic dates' located at <http://www.ecu.edu.au/student/> for details of closing dates for withdrawing without financial and academic penalty.

UNIT CODE	UNIT TITLE
<b>Student Central Use Only</b>	
Processed without HECS penalty (WE) <input type="checkbox"/> Processed with Academic penalty (WF) <input type="checkbox"/> Processed with HECS penalty (W) <input type="checkbox"/>	

**ADD the following unit or activity:** (All additions after Week 2 of semester require authorisation by the lecturer in charge of each unit)

UNIT CODE	UNIT TITLE	EVENT NO	DAY	TIME
<b>Lecturer's Authorisation</b>				
Has student attended class?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Approval to override quota Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approval for late enrolment		Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Reason for approval:</b>	
<b>NAME (Block Letters):</b>		<b>SIGNATURE:</b>		<b>DATE:</b>

**THESE QUESTIONS MUST BE ANSWERED:**

After the above amendments, in how many units will you now be enrolled this semester?

Mode of study AFTER change? Full time  Part time

Are you an International student? Yes  No

Do you expect to complete the requirements of your degree as a result of this change? Yes  No

STUDENT SIGNATURE:		Date:	
<b>OFFICE USE ONLY</b>	Notice received by: (Block letters)	Date:	
	Processed by: (Block letters)	Date:	