

Use this form to

- change your enrolment
- change your address
- amend graduation details
- withdraw from the University

Student Details

Name Student ID number

Course International Student Indicator (tick if applicable)

NB: For change of course, use Application to Amend Course Details or appropriate Restricted Course application form (www.oss.murdoch.edu.au/) (see note 3)

Changing your unit enrolment

Withdrawing from (see note 1)

Unit Code	Teaching Period	Campus	Class (Internal/External)	Unit title

Domestic students must maintain at least 9 points per semester to meet the minimum Austudy requirements for a full-time enrolment (Summer units are not included)

International students must maintain a full-time (12 points) enrolment each semester to satisfy visa requirements

Enrolling in

After Week 2, approval of the Unit Coordinator is required (see note 2)

Unit Code	Teaching Period	Campus	Class (Internal (D) / External (X))	Unit title	Credit Points

Enrolment Overload

Internal units totalling more than 14 points per semester or more than 2 external units per semester – approval is required from your Division Student Administration Office (Division of Arts) or Program Chair (Divisions of Health Sciences and Science and Engineering).

Signature of Division Delegate Date

Extending or shortening External Units

Deadline Semester 1: 31 March Semester 2: 31 August

Unit Code	Campus	Current Option	New Option

Office Use Only

Received	Approved		CSA Input
	Division Office	External Studies	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Changing your Graduation Completion Flag

Tick box ONLY if changing current graduation flag.

(Only students who indicate they are graduating in a particular period are checked for graduation in that period)

New graduation flag Year S = Summer, M = Mid-year, E = End of year (enter S, M or E)

Complete withdrawal from University

(see note 4)

If you are withdrawing completely from the University, please tick box

NB: Application for re-admission will be necessary if you wish to re-commence studies at a later date.

International students: must take this form to Murdoch International to discuss student visa implications before withdrawing (see Note 4)

Changing Your Address

Please tick box if you are enrolled in external units

Please tick address you wish to change:

Postal address (all correspondence will be sent here)

Home-Aus

Home-OS (International students)

Next of Kin

If you are temporarily changing to an overseas address, please indicate the start and end dates for this temporary address.

Start date:

End date:

Please note, your temporary address will revert to your previous local address after the abovementioned end date.

If you subsequently change your local address, it is your responsibility to ensure your address is updated through Myinfo.

Address

.....

.....

Post code Country (if overseas)

Tel Home

Tel Mobile

Tel Work

Fax

Student Signature

Signature.....

Date

GENERAL INFORMATION

Where to lodge this form

This form should be forwarded to your Division Student Administration Office for approval. Details of which Division is responsible for your course may be found at www.murdoch.edu.au/index/divacad

Date of effect

Changes will be effected from the date your form is received by the University so you should ensure it is received before any relevant deadlines. Some deadlines are included on this form, others may be found at www.oss.murdoch.edu.au/timetables/

Proof of lodgement

You should make a copy of this form for your records prior to lodgement.

Invalid units

If a unit appears on your record as Invalid, you must contact your Division Student Administration Office to confirm the enrolment

Notification of changes

Changes of enrolment are not acknowledged individually. Commonwealth Supported students are sent Notices of Enrolment after the census dates for each academic period eg Summer, Semester, Trimester etc. If you do not receive a notice, or receive a notice that has incorrect details you should notify Central Student Administration IMMEDIATELY, in writing

Myinfo

You are able to change your unit enrolment or address, check your fees or results and access handbook and timetable information via the web using Myinfo. You will need your student number and MAIS pin number

NOTES

Note 1: Withdrawing from units

Unit withdrawals affect academic progress and academic records differently depending on the date of effect. The following deadlines apply for standard semester units

Deadline	Last day to withdraw	
	Sem 1	Sem 2
Without showing on academic record	31 Mar	31 Aug
Without affecting Academic Progress and without getting a Fail*	end Week 10	end Week 10

*For year long units Week 10 of the second semester of the unit

Different deadlines apply in non-standard teaching periods. Check specific details at www.oss.murdoch.edu.au/timetables/

Student contribution amounts and tuition fees

You will not incur Student Contribution amounts or Tuition fees, nor will you consume any Student Learning Entitlement, if you withdraw from a unit by the census date. For standard semester units the last dates to withdraw without incurring a liability are:

Semester 1 – 31 March
Semester 2 – 31 August

Census dates and deadlines for other academic periods are available at www.oss.murdoch.edu.au/timetables/

If you withdraw from all your units in a year and do not apply for or are ineligible for an intermission of study, you may have to apply for re-admission to the University if you wish to continue studying. Refer to undergraduate Academic Progress Rule 5 in the University handbook

Honours

If you are adding or withdrawing from an Honours unit, you must submit a revised Honours program through your Division Student Administration Office

Note 2: Enrolling in units

The following deadlines apply to standard semester units:

Deadlines	Last day to add (subject to availability of places)*
A new external unit	3 weeks before the start of semester
A new internal unit	end of Week 2

Other dates and deadlines are available at: www.oss.murdoch.edu.au/timetables/

* some units are closed earlier if demand is heavy

Note 3: Changing your undergraduate course of study (course transfer)

This process is available only once a year. You must complete an Application to Amend Course Details or appropriate Restricted Course Application form which is available at www.oss.murdoch.edu.au/ Forms are handed in to Central Student Administration and the closing date is the last Friday in November.

NB: You must re-enrol in your current course by the re-enrolment deadline to retain your place

Note 4: Complete withdrawal from the university

If you withdraw completely from the University, you will have to apply for re-admission in competition with other applicants if you wish to recommence your studies at a later time. You should consult your Division Student Administration Office, Academic Advisor or the University Counsellor before finalising a withdrawal as it may be possible to make other arrangements eg. suspension of studies or deferred assessment

International students must advise Murdoch International of their intention to withdraw. Murdoch International is required by Australian Government legislation to notify the Department of Immigration(DIMIA)when students cease their studies, so that their student visa may be cancelled. If an international student is intending to transfer to another educational provider within Australia they must obtain a 'Letter of Release' from Murdoch International. Failure to comply with this requirement may result in not only your student visa being cancelled but a three year embargo placed on you by DIMIA.