

Form checked, scanned, code (AWU1) entered by ECC staff:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request received: By student in person

By email

## ADD / SWAP / WITHDRAW UNITS

**OUTCOME/REPLY** : will be emailed within 10 working days from date of receipt of a complete application

Submit your application in person or by email: [justask@ecc.edu.au](mailto:justask@ecc.edu.au)

Use this form for	Changing your current enrolment at ECC, wanting to add and/or swap (change) and/or withdraw units in the current study period	
Do <b>not</b> use this form for	Wanting to enrol into classes and you are not yet enrolled	Please complete the "Change of Enrolment" form
	Withdrawing from studies at ECC and <b>transferring to another education provider</b>	Please complete the "Transfer of Provider" form
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and <b>not returning for future studies at ECC</b>	Please complete the "Withdrawal (all ECC courses)" form
	Withdrawing from current ECC studies and <b>returning at a later date</b>	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	<b>Changing course/stream</b>	Please complete the "Change of Course/Stream" form
	<b>Changing English/ELICOS level</b>	Please complete the "Change of English/ELICOS Level" form

### MY DETAILS

<b>Student ID:</b>		<b>Date of Birth:</b>	DD / MM / YYYY
<b>Given Name(s):</b>		<b>Email Address:</b>	
<b>Family Name:</b>		<b>Telephone Number:</b>	
<b>I am under 18 years of age:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	

### ADDING UNITS to my CURRENT enrolment

- I understand final approval is needed by the relevant APC.
- I understand the **deadline to add units is Friday of Week 1 of classes start.**

Unit code/name I want to add	Lecturer	Preferred timetabled day/time	Start date	INTERNAL USE: Final approval by APC
				<input type="checkbox"/> Approved <input type="checkbox"/> Replace with:
				<input type="checkbox"/> Approved <input type="checkbox"/> Replace with:
				<input type="checkbox"/> Approved <input type="checkbox"/> Replace with:

## WITHDRAWING UNITS from my CURRENT enrolment

- I understand my APC (Academic Program Coordinator) will review & confirm which units I can withdraw from.
- (my request is BEFORE Friday of Week 4): I understand these units will NOT appear on my academic records.
- (my request is AFTER Friday of Week 4): I understand I am **not entitled to a refund** for these units.
- (my request is AFTER Friday of Week 4 and BEFORE Friday of Week 10): I understand these units will appear on my academic records with a grade of withdrawn, and they will NOT impact my academic status.
- (my request is AFTER Friday of Week 10): I understand these units will appear on my academic records **with a grade of fail, and they will impact my academic status.**
- I understand this change of enrolment may delay my ECU start as per my Letter of Offer.
- (Diploma of Health Science students only): I understand I must maintain a minimum enrolment of 1x ECC unit and 1x ECU Service Taught unit, to maintain correct progression in my studies.

Unit code/name I want to withdraw	Lecturer	Timetabled day/time	End date	INTERNAL USE: Final approval by APC
				<input type="checkbox"/> Approved <input type="checkbox"/> Replace with:
				<input type="checkbox"/> Approved <input type="checkbox"/> Replace with:
				<input type="checkbox"/> Approved <input type="checkbox"/> Replace with:



### MY REASON

- I am sponsored by my government
- Other (write your reason):



### MY EVIDENCE and ATTACHMENTS

- I attach an email from ECC's Manager Scholarship Relations and Marketing, approving my request
- I attach an email from an ECC representative, approving my request; or
- I attach my personal statement indicating the reasons for my request; or
- I attach evidence supporting my request.



### MY RESPONSIBILITIES (applies to international and local students)

By ticking these boxes I declare that I understand my responsibilities.

- I must continue to attend classes as per my current timetable, and wait for an email giving me instructions on the outcome of this application.
- If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, and ECC has the right to take legal action to recoup the debt owing.



## MY RESPONSIBILITIES (applies to international and local students) - continued

- I have read the following policies ([www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)):
- Enrolment Policy
  - Refunds Policy
  - FEE-HELP Review Procedure (students on FEE-HELP only)
  - Tuition Fees and Charges Policy
  - Statement of Tuition Assurance

## MY RESPONSIBILITIES (applies to international students only)

By ticking this box I declare that I understand my responsibilities.

- I understand bursaries and scholarships could be cancelled as a consequence of this change of enrolment.
- I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: [www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students](http://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students)
- I understand withdrawing from units could delay my graduation and progression to ECU. Upon graduating from ECC, I may remain in Australia up to two months from my last day of ECC studies. If I wish to stay longer, I must seek the Department of Home Affairs approval as soon as possible ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)).

## MY RIGHTS

I am entitled to a reply/outcome within 10 working days from the date of submitting a complete application.

If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's *Student Appeals Policy* and *Student Appeals Procedure* (<https://www.edithcowancollege.edu.au/policies>).

## Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- Overseas Students Ombudsman publications: [www.ombudsman.gov.au/about/overseas-students/oso-publications#for\\_students](http://www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students)
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

## ECC contact details:

- ECC Student and Academic Services email: [justask@ecc.edu.au](mailto:justask@ecc.edu.au)
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	<b>Signature:</b>	(No signature required if you send this application using your ECC student Gmail account)
	<b>Date:</b>	DD / MM / YYYY