

Form checked, scanned, MAZE code (AWU1) entered by: SAS-MEMBER

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

Request received: By student in person

By email

## ADD/WITHDRAW UNITS IN CURRENT STUDY PERIOD

**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

<b>Use this form for</b>	Keeping your enrolment at ECC and wanting to add and/or withdraw units in the current study period	
<b>Do <u>not</u> use this form for</b>	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	

### MY REQUEST FOR ADDING UNITS

I understand final approval is needed by the relevant APC and the deadline to add units is Friday of Week 1.

Unit code/name I want to add	Lecturer	Preferred timetabled day/time	Start date	Final approval by APC (sign end this form)
				<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 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 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)

### MY RIGHTS

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

If my application is unsuccessful, I'm entitled to submit an Appeal Request (Stage 2), within 20 working days from receiving my rejection notification.

### 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>	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	<b>Date:</b>	DD / MM / YYYY

### ECC OFFICE USE ONLY

Academic Program Coordinator sign-off (name of APC):

APC signature:		Date:	/ /
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