

ADD/WITHDRAW UNITS IN CURRENT STUDIES

STUDENT TO FILL OUT "PART A" TO "PART D"

OUTCOME/REPLY : will be emailed within 10 working days from date of application

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> English → Please use "Change of English Request" or "Withdrawal (English) Request" forms <input type="checkbox"/> Pathway (Certificate IV/TAP/Diploma/PQP) Course: _____		
Are you withdrawing from whole course?	<input type="checkbox"/> No, proceed with this application <input type="checkbox"/> Yes, use different form (ask for ECC assistance regarding: Deferral, Transfer of Provider, Withdrawal)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes ,any outstanding fees must be paid)		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parent/Guardian signature)		

PART B – ADD/WITHDRAW UNIT REQUEST

I want to WITHDRAW from (last day in class): _____ (day/month/year)

I want to ADD/ENROL from (first day in class): _____ (day/month/year)

IMPORTANT NOTE: last day to ADD units to your current enrolment is Friday Week 2

Withdraw	Add	Unit Code and Title	Day	Lecturer
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Withdrawal Grades – Certificate, TAP, Diploma and PQP Students

I have read and I understand this table

WITHDRAW PERIOD	ENROLMENT RECORDED	GRADE ON TRANSCRIPT	FINANCIAL PENALTY
Before end of Week 4	No	No subject or grade shown	Download and read ECC "Refund Policy"
After end of Week 4 to end of Week 10	Yes	W (Withdrawn)	
After end of Week 10	Yes	N (Fail)	

PART C – REASON FOR ADD/WITHDRAW UNITS DETAILS (Must include supporting documentation)

Medical (attach documents, example: Medical Certificate)

Family (attach documents, example: Letter from family; Medical report; Death certificate; Financial evidence; etc)

Academic Advisor/Course Coordinator approved

Name/Signature of Academic Advisor/Course Coordinator:

Date:

Other (please specify in the additional space available):

I have attached other documents providing evidence of my situation

Further information:

PART D – STUDENT DECLARATION

I understand that:

I must stay in my current class and wait for email confirmation of my units add/withdrawal request

Adding/Withdrawing units can affect the duration of my course and I have discussed this with a ECC representative.

Academic Penalties may apply dependent on the date of lodgement of this Request (see table page 1).

Any applicable refund will be dependent upon the date of lodgement of this Request (refer to the [ECC Refund Policy](#))

I will need to pay the required amount for any Added unit/s

I have read and understood the conditions of Adding and Removing units provided in the attached Checklist.

I have read and understood the following Policies (www.edithcowancollege.edu.au/policies)

- **Enrolment Policy** (Adding and changing units; Withdrawing from a Unit)
- **Refund Policy**
- **FEE-HELP Review Procedure**
- **Tuition Fees and Charges policy**

The **outcome** of Add/Withdraw Unit Applications will be announced within 10 working days from date of application.

It is my responsibility to update any changes to Department of Immigration and Border Protection (DIBP) (www.border.gov.au), and check how long I can stay in Australia, after my last day of study.

I further declare that all the information provided in this form and documents attached is true and I take full responsibility for any consequences as the result of my own decisions.

Student signature:.....

Date:/...../.....

OFFICE USE ONLY

ECC REPRESENTATIVE DECLARATION

I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

SAS Team Member signature:

Date:

PANEL – APPROVED **REJECTED**

Position	Name	Signed	Date
Academic Director			

Message to student (outcome of application):

ADD/WITHDRAW UNITS IN CURRENT STUDIES - CHECKLIST

1. Who can apply for an Add/Withdraw Unit Request?

- You must have discussed your Request with an Academic Advisor/Course Coordinator
- If you are under 18, book an appointment to see the Student Counsellor before submitting this form, to seek advice.

2. What do you need to prepare?

- **Evidence and Supporting Documents for your ADD/WITHDRAW UNIT Request.**

EXAMPLE:

- Medical Certificate
- Letter from family (if under 18 years of age)
- Approval from Academic Advisor/Course Coordinator

(Evidence will be compared to what is stated in this Request to ensure you have completed it correctly)

3. What do you need to do?

- Complete and sign the ADD/WITHDRAW UNIT REQUEST form.
- Demonstrate the reason as to why you request the change and provide supporting documentation
- Discuss and confirm with ECC Staff, if "ADD/WITHDRAW UNIT REQUEST" will affect your next study intake (refer to current ECC Academic Calendar), and what other options (if any) are available.

4. Conditions

- **Friday (Week 2)** is the **last day to add units** to your current enrolment.
- **Friday (Week 4)** is the **last day to withdraw units** from your current enrolment, **without academic and financial penalty.**
- **From Monday (Week 5) onwards, withdrawals are recorded** on your academic transcript and **incur a financial penalty.**
- Please refer to the applicable Withdrawal Grades on the ADD/WITHDRAW UNIT REQUEST form.
- All **Student Sections** need to be completed and signed by yourself.
- **You must keep going to class, till you receive an email about outcome of your application**
- **Ensure you understand consequences to current grades and dates for progressing into the next course of study**

5. How long will it take?

- | | |
|--|--|
| ➤ Outcome of application will be emailed to you within 10 working days . | |
| ➤ If approved , you will be informed by email.
➤ The ECC Finance Team will contact you with regards to a Refund (if applicable). | |
| ➤ If unsuccessful , you will be informed of the outcome by email explaining the reason for the rejection.
➤ Instructions for the Complaints and Appeals process, will also be provided with the rejection email. | |

Further Information is available at:

- DIBP Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.border.gov.au
- ECC Complaints and Appeals Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Enrolment Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Refunds Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Tuition Fees and Charges Policy - <http://www.edithcowancollege.edu.au/policies>
- Student Visa Factsheet: Changing Courses - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Course Variations - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Transfer Provider - <http://www.edithcowancollege.edu.au/documents-and-forms>