

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

Name: _____ Date: _____

Request received: By student in person

By email

ADD / SWAP / WITHDRAW UNITS - TRIMESTER 3, 2021

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

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 not use this form for	Wanting to enrol into Trimester 3, 2021 (you are not yet enrolled)	Please complete the "Change of Enrolment" form
	Withdrawing from studies at ECC and transferring to another education provider	Please complete the "Transfer of Provider" form
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and not returning for future studies at ECC	Please complete the "Withdrawal (all ECC courses)" form
	Withdrawing from current ECC studies and returning at a later date	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	Changing course/stream	Please complete the "Change of Course/Stream" form
	Changing English/ELICOS level	Please complete the "Change of English/ELICOS Level" form

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
I am under 18 years of age:	<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 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 = 22 October 2021.**

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:

MY REQUEST FOR WITHDRAWING UNITS from my CURRENT enrolment

- I understand my APC (Academic Program Coordinator) will review & confirm which units I can withdraw from.
- I understand I am **not entitled to a refund** if this form is submitted **after Friday of Week 4 = 12 November 2021**.
- I understand the transcript could show my withdrawal from these units, as per the *ECC Enrolment Policy*.
- I understand this change of enrolment may delay my ECU start as per my Letter of Offer.

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 wish to be on a "reduced study load"
(only students with a total enrolment of 1 or 2 units this trimester must tick this box)
- I am sponsored by my government
- Other



MY EVIDENCE and ATTACHMENTS

- I attach an email from an ECC representative, approving my request for a "reduced load"
- I attach an email from ECC's Manager Scholarship Relations and Marketing, approving my request
- I attach my personal statement indicating the reasons for my request
- 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.
- Any refund entitlement on the current enrolment is based on the date of submission of this form, as per the *ECC Refunds Policy*, and specifically I understand I am not entitled to a refund if I wish to withdraw from units after Friday Week 4 = 12 November 2021.
- Academic penalties may apply dependent on the date of successfully submitting this request.



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

- I have read the following policies (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
- 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. After this period I must leave Australia. If I wish to stay longer, I must seek the Department of Home Affairs approval as soon as possible (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, I am 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
- Overseas Students Ombudsman publications: 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
- 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.	Signature:	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	Date:	DD / MM / YYYY