

- This form is for students who are not able to amend their enrolment via my Student Centre (MySC).
- **Privacy Statement:** The information on this form is collected for the primary purpose of amending your enrolment. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.
- To **Add** a course you must attach written permission from the Course Coordinator stating that you may join the class. Your attachment can be a copy or screenshot of emails exchanged. You do not need permission from your Course Coordinator to **Drop** a course.
- Use **BLOCK LETTERS** and tick boxes

Form Submission

Online: via the Federation Request and Enquiry Dashboard
('Submit your question' then add this form in the Supporting Documents section of the next page)
In Person: Student HQ at your home campus.

Partner students:
Lodge completed form at your Partner Administration Office.

Personal Details

Federation Student ID Number: Date of birth:

Surname/Family name: Given names:

Are you an onshore **international student** studying in Australia? Yes No

NB: Immigration regulations require onshore international students to complete their program within the expected duration.

Contact Details

Mobile phone number: Home phone number:

Address

Suburb/Town/City

State Post Code Country

Program Details

Program Code: Program Title: Year level:

Campus or Provider & Location:

Enrolment Details:

Term Codes: Term codes consist of the year (YY) and then the relevant code (eg 2020 Spring Semester would be 2025).

	Semester 1	Semester 2	Winter Semester	Spring Semester	Summer Semester	Late Summer Semester
Federation Campuses Victoria	YY 05	YY 20	YY 15	YY 25	YY 27	YY 02
Brisbane and Partner Providers	YY 07	YY 17	YY 15	YY 25	YY 27	

<input type="checkbox"/>	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number <input type="text"/>

<input type="checkbox"/>	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number <input type="text"/>

Enrolment Amendment Request Form

Enrolment Details *cont...*

	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number
	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number
	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number
	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number
	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number
	Add course	Course Code	<input type="text"/>	Course Name	<input type="text"/>	
	Drop course	Term Code	<input type="text"/>	Location	<input type="text"/>	Class number

Semester Census Dates: visit www.federation.edu.au/important-dates

Students enrolling through education provider other than Federation University campuses **must** check with their education provider for relevant census (withdrawal) dates.

Student Declaration

I have read and understood the guidelines and advice on this form.

I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

Office Use Only

CUP/Partner Provider (PP) Approval: *(where applicable)*

CUP / PP Program Coordinator Name: _____

CUP / PP Program Coordinator Signature: _____

Date: _____

Federation University Student HQ (Office Use Only)

Student HQ / Program Coordinator Name: _____

Student HQ / Program Coordinator Signature: _____

Date: _____

Federation University Student HQ (Office Use Only)

MySC updated

fdlGrades updated (if applicable)

NSI added (if applicable)

Data entered by: _____

Date: _____