

LATE ENROLMENT AND SUBMISSION OF RESULTS FOR A COURSE

UNSW@ADFA
CANBERRA • AUSTRALIA

Phone: +61 2 6268 6000
 Fax: +61 2 6268 8666
 Email: student.admin@adfa.edu.au
 Web: www.unsw.adfa.edu.au/student

This form should be submitted to Student Administrative Services

When a result is returned for a course that is not in the student's enrolment record, the enrolment must first be approved. If this form is being submitted for a Postgraduate Coursework student, the enrolment and result will not be processed until the student has paid the late enrolment penalty fee of \$250. The ONLY exception to this will be if the enrolment was not processed originally due to an administrative error by Student Administrative Services or by the School.

1. STUDENT DETAILS

Student ID							Program Code				Program Name											
Surname											Other Names											

2. COURSE DETAILS

Course Code (eg ZINT1001)							Class Number				Term Code					
													5	0		
Course Name																
Reason for approving late enrolment (attach supporting documentation)												Grade		Mark		
												Enrolment Variation Form				
												<input type="checkbox"/> Submitted previously to SAS Date _____				
												<input type="checkbox"/> Not submitted to SAS				

Course Authority

Name				Signature			
School		Position		Date		Telephone	
						(02) 6268	

3. APPROVAL

Presiding Member, Undergraduate Education C'tee / Presiding Member, Postgraduate Coursework Education C'tee

Approved Not Approved

Name							Signature						
Comments										Date			

Registrar's Nominee (Manager, Student Administrative Services)

Approved Not Approved

Name							Signature						
Comments										Date			