

# APPLICATION FOR LATE ENROLMENT

AFTER THE FIRST TWO WEEKS OF SEMESTER/TRIMESTER



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

## YOU MUST COMPLETE A SEPARATE FORM FOR EACH COURSE REQUEST

### PLEASE NOTE:

- You will not be enrolled in this course if you have not paid all outstanding debts owed to the University (or its partner) incurred prior to this term.
- You will be advised of the outcome of your application by email to your studentmail address only.
- Processing of this form may take 5 working days from receipt of approved form in Admissions and Enrolments.
- This form must be lodged before the census date. Any form that has no date, has not been signed off either by student or Course Coordinator or has been signed after census date will not be processed.
- \* Late Enrolment will not normally be considered as part of an Application for Special Circumstances.

### YOUR RESPONSIBILITIES:

- You must check that this course will count towards your current degree. It is a breach of University Rules and HECS regulations (where applicable) to enrol in any course which will not count towards your degree.
- You must withdraw from any course you are replacing prior to the census date for the term.
- \* You have discussed your Late Enrolment with the Lecturer and/or Course Coordinator.

### PERSONAL DETAILS

Student Number:	Current Degree:
Family Name:	Other Name(s):
Email: _____@uon.edu.au	

### DETAILS OF COURSE FOR WHICH YOU ARE SEEKING LATE ENROLMENT

Course Code:	Course Title:
Campus offering course:	Start Term:
Class Time Preference: You must indicate each required class ie. Lecture, tute, seminar, comp lab, pract, that is required for the course.	

**If your preferred class is not available, Enrolments will select the first available class time.  
Please attach a Manual Enrolment Form if you have permission to enrol in specific classes that are full.**

Reason you did not enrol by required date:
Number of lessons and/or assessment tasks that you have missed:
<b>I have read the above and acknowledged my responsibilities and the conditions under which this application will be processed.</b>
Student Signature: _____ Date: _____
<b>Please obtain the approval of the Course Coordinator prior to submitting the application to Admissions &amp; Enrolments.</b>

### COURSE COORDINATOR APPROVAL

This application for late enrolment into the above course is:      Approved       Not approved

Course Coordinator Name: (Please print clearly) \_\_\_\_\_ Ext Number: \_\_\_\_\_

Course Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward form to Admissions and Enrolments, Student Services Centre, Callaghan Campus \***  
**Email:** enrolments@newcastle.edu.au **Fax:** (02) 4921 5759

\* If you are a GRADSCHOOL.COM student, please submit your application directly to GRADSCHOOL.COM for processing.

\* If you are studying in Singapore, please submit your application to your Program Executive at PSB Academy.

### ADMISSIONS AND ENROLMENTS

Enrolment request processed by: _____ Email notification to student by: _____ Date: _____
Copy of email sent to Course Coordinator:    Yes <input type="checkbox"/> No <input type="checkbox"/>
Admissions and Enrolments Student Administration Last Updated: 11 October 2011