



Application for Post-Census Correction of Enrolment Errors

In accordance with the Student Fees and Loans Policy <http://www.unisa.edu.au/policies/policies/academic/A47.asp> you may request post-census correction of enrolment errors if you believe the University has made an error and your enrolment was not correct at the Census Date.

You must lodge this form at Campus Central within 14 days of receipt of your Commonwealth Assistance Notice or Enrolment Confirmation Notice. Applications lodged after this time will not be considered.

Please allow up to 10 working days for processing.

If you are withdrawing after the census date due to special circumstances you should complete and lodge an Application for Amendment to Enrolment and Fees in Special Circumstances. The application form includes instructions for completion and guidelines regarding circumstances that are considered an acceptable basis for amendment to enrolment. This application form can be obtained from Campus Central or at:

<http://www.unisa.edu.au/student/forms>

Course census dates can be checked in myEnrolment by viewing your enrolment. They are also available on the course home page when you view the course timetable of the relevant study period.

Personal details

Student ID:	<input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	
Date of birth:	Contact No:

Program details

Program code:	Program title:
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DROP Classes

Study period	Subject area	Catalogue number	Course name	Class type	Class number	Day	Time

ADD Class – Course Coordinator approval required

This class/course also requires an override form (for example full class) which I have submitted in conjunction with this application							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Study period	Subject area	Catalogue number	Course name	Class type	Class number	Day	Time	
				Related class 1				
				Related class 2				

Reason for application (Please give a brief description below and attach supporting documentary evidence)

Course Coordinator approval (only required when adding a course)

Staff member's name:

Staff member's signature:

Date:

Student authorisation

I authorise UniSA staff to enrol me in the class/course listed above and undertake to make any payments by the due dates.

Student signature:

Date:

LODGING YOUR APPLICATION**With Campus Central****In person****City East**Campus Central
Level 3
Playford Building**Mawson Lakes**Campus Central
Ground Floor
A Building**City West**Campus Central
Ground Floor
Yungondi Building**Mount Gambier**Regional Centre Office
Wireless Road
Mount Gambier SA 5290**Magill**Campus Central
Level 1
B Block**Whyalla**Campus Central
Ground Floor- Main Bld
111 Nicolson Avenue
Whyalla Norrie SA 5608**By post**University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000**By fax**

City East	+61 8 8302 2466
City West	+61 8 8302 0590
Magill	+61 8 8302 4090
Mawson Lakes	+61 8 8302 3550
Mount Gambier & Whyalla	+61 8 8647 6082

CAMPUS CENTRAL USE ONLY Recommendation - Application upheld Recommendation - Application denied

Reason for denied recommendation:

Date received:

Date processed:

Received by:

Processed by:

STUDENT FINANCE USE ONLY Application approved Application denied Enrolment changes processed Tuition recalculated New invoice Comment entered New CAN/ECN Advice forwarded to student & copy attached Email approved application to BA Student Admin
where academic standing is not satisfactory Process refund if applicable

SAS Staff Member's name:

Signature:

Date: