

# RC



## Application for Right of Correction Form

*Do not use this form* if you are a Research student – Contact the Office of Research.

### Section A Personal Details

Student ID

Family Name \_\_\_\_\_

Daytime or Mobile Number \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Course Name \_\_\_\_\_

Campus \_\_\_\_\_

Are you an international student? Yes  No

### Section B Details of Application

Units you are applying to have corrected due to enrolment error.

Study Period	Unit Code	Unit Title	Location & Mode of Study

Reason for requesting a correction: (If insufficient space to outline your case, please attach additional page.)

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**STUDENTS MUST ATTACH A COPY OF THEIR COMMONWEALTH ASSISTANCE NOTICE OR TRANSCRIPT WHICH THEY BELIEVE TO BE INCORRECT. FAILURE TO DO SO MAY RESULT IN THIS APPLICATION NOT BEING PROCESSED.**

### Section C Student's Declaration

I confirm that I have read the instructions on the reverse side of this form and understand that the right of correction will be actioned in accordance with the information provided.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section D OFFICE USE ONLY

Correction of Commonwealth Assistance Notice: Recommended  Not Recommended

Not Recommended: Letter Posted  Date Letter Posted: \_\_\_\_\_

Manager or Team Leader, Enrolments Section: \_\_\_\_\_ Date: \_\_\_\_\_

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**If Recommended:**

Data Entry completed

Email notification sent to Fees to forward Confirmation of Enrolment Fees/ Tax Invoice  Commonwealth Assistance Notice

Administrative Officer, Enrolments: \_\_\_\_\_ Date: \_\_\_\_\_

# RC – Application for Right of Correction

## When to complete the Application for Right of Correction form

A "RC" Right of Correction form is used to request a correction to your Commonwealth Assistance Notice / Final Confirmation of Enrolment for any of the following.

- Incorrect student contribution detailed on your notice
- Incorrect tuition fee detailed on your notice
- A unit that you believe that you enrolled in is not listed on your notice
- A unit that you believe that you have not enrolled in is listed on your notice

Prior to completing an "RC" form it is highly recommended that you read and understand the policies and procedures for requesting a right of correction to your Commonwealth Assistance Notice / Final Confirmation of Enrolment that is provided at the following websites:

Right of Correction

[http://my.acu.edu.au/student/managing\\_your\\_studies/enrolment/enrol\\_2007/information\\_for\\_students/other\\_enrolment\\_matters/right\\_of\\_correction](http://my.acu.edu.au/student/managing_your_studies/enrolment/enrol_2007/information_for_students/other_enrolment_matters/right_of_correction)

Commonwealth Assistance Notice / Final Confirmation of Enrolment

[http://my.acu.edu.au/student/managing\\_your\\_studies/fees\\_and\\_charges/accessing\\_the\\_commonwealth\\_assistance\\_notice](http://my.acu.edu.au/student/managing_your_studies/fees_and_charges/accessing_the_commonwealth_assistance_notice)

Academic Regulations

[http://my.acu.edu.au/student/managing\\_your\\_studies/regulations\\_and\\_policies/pursuit\\_of\\_a\\_course\\_of\\_study/academic\\_regulations](http://my.acu.edu.au/student/managing_your_studies/regulations_and_policies/pursuit_of_a_course_of_study/academic_regulations)

## How to apply for a Right of Correction

### Completing your request

- The Right of Correction request must specify the information in the notice that the student considers is incorrect; and the reasons the student has for considering that the information contained within the notice is incorrect.
- The Commonwealth Assistance Notice / Final Confirmation of Enrolment notice must be attached to the request.
- The Right of Correction request must be received by Student Administration **within 14 days of the date on the Commonwealth Assistance Notice / Final Confirmation of Enrolment notice.**

### Lodgement of forms

Lodge forms at the Student Centre located on your campus or post directly to:

Enrolments Section  
Australian Catholic University  
Locked Bag 4115  
FITZROY MDC VIC 3065

### Request approved

If your request is approved your enrolment will be corrected and you will be sent a revised Commonwealth Assistance Notice / Final Confirmation of Enrolment.

### Request not approved

If your request is not approved your enrolment will stand and you will be advised in writing of that decision.

**IT IS YOUR RESPONSIBILITY TO ENSURE THE ABOVE PROCEDURES HAVE BEEN FOLLOWED. FAILURE TO DO SO MAY RESULT IN THIS APPLICATION NOT BEING PROCESSED.**