



Application for Adding a Unit on a Fee-paying Basis Form

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

This form is to be used only by students who are enrolled in a Commonwealth-supported place and wish to add a unit on a Fee-paying basis.

Section A Personal Details

Student ID

Family Name _____ Daytime or Mobile Number _____

Given Name(s) _____

Course Name _____ Campus _____

Section B Unit/s to be added

Study Period	Unit Code	Unit Title	Web CT component YES / NO	Location & Mode of Study

Note: If adding a unit/s after week two of a standard study period or after the commencement of a non-standard study period and before the census date, a \$50.00 late fee applies.

Section C Student's Declaration

I have read the instructions on the reverse side of this form and understand that the addition of unit/s will be processed in accordance with the information provided on Enrol 2007 and the academic regulations available at:
http://my.acu.edu.au/student/managing_your_studies/regulations_and_policies.

I confirm that I am a commonwealth-supported student and that I will be enrolled in the unit/s listed above on a fee-paying basis. I understand that I will be charged a higher rate for the unit/s than in a commonwealth-supported place and that I will not consume student learning entitlement credit for the unit/s.

Student Signature _____ Date _____

Section D OFFICE USE ONLY

School approval:

Course Co-ordinator name: _____

Course Co-ordinator signature: _____ Date: _____

Office use only (Enrolments / Fees)

Unit added on a fee-paying basis after week two of a standard study period or after the commencement of a non-standard study period <input type="checkbox"/>	Fees Attributes entered <input type="checkbox"/>
\$50.00 late fee applied – unit/s added <input type="checkbox"/>	AO Fees: _____
AO Enrolment: _____	Date: _____
Date: _____	

FP – Application for Adding a Unit on a Fee-paying Basis

When to complete the FP – Application for Adding a Unit on a Fee-paying Basis form

The "FP" – Application for Adding a Unit on a Fee-paying Basis form is used by Commonwealth-supported students who are requesting to add a unit to their enrolment on a fee-paying basis.

This form must be approved by the Course Co-ordinator.

Prior to completing a "FP" form it is highly recommended that you read and understand the policies and procedures for varying your enrolment that is provided at the following websites:

- <http://my.acu.edu.au/student/>
[Select 'Enrolment' from the Managing your Studies menu]
 - Application to Add a Unit on a Fee-paying Basis
 - Critical Dates for Variation of Enrolment
 - Study periods and census dates
 - Commonwealth Assistance Notice & Final Confirmation of Enrolment
 - Academic Regulations

Adding a Unit on a Fee-paying basis

Please note:

- There may not be a fee-paying place available in some unit/s. Therefore it is not guaranteed that you will be able to undertake the unit/s you are requesting to add to your enrolment on this payment method. In these cases the University will advise in writing that a fee-paying place is not available.
- Some units may be cancelled by the School or subject to a quota therefore it is not guaranteed that you will be able to undertake the unit/s you are requesting to add to your enrolment. In these cases the University will advise in writing that the unit is not offered or is subject to a quota.
- It is the student's responsibility to check and ensure that their enrolment is correct.
- If adding a unit after week two of a standard study period or after commencement of a non-standard study period and before the census date, a **\$50.00 late fee applies**.
- Do not use this form if adding a unit after the census date. Please complete a LAU – Late Addition of Unit form.

Student Learning Entitlement

Commonwealth-supported students who complete a unit on a fee-paying basis will not consume Student Learning Entitlement credit for the unit/s undertaken on this payment method.

Late Fee

The late fee will be charged to your record. For information regarding fees, charges and payments please refer to the My Fees section of Student Connect. Fees must be paid by the due date indicated on the invoice.

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

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE FORM IS COMPLETED CORRECTLY AND AUTHORISED WITH YOUR SIGNATURE. FAILURE TO DO SO MAY RESULT IN THIS APPLICATION NOT BEING PROCESSED.