

Application for Late Addition of Unit/s

If you missed the last date to enrol in a unit through Student Connect, you can apply to add the unit/s to your enrolment by completing this form. This form can only be processed if submitted **before the census date** for the relevant study period.

Section A Personal Details

Student ID

Family Name _____ Contact number _____

Given Name(s) _____ Campus _____

Course Title _____

Section B Unit/s to be added

Study Period (eg Semester 1 2020)	Unit Code	Unit Title	Campus or Mode of Study

A \$50.00 late fee applies to units added after week two of a standard study period or after the commencement of a non-standard study period. Units cannot be added after the census date.

Section C Student's Declaration

I understand that I will incur the appropriate late fee as listed above. I also understand that if approved, the tuition fee and late fee must be paid by the census date of the relevant study period.

If payment of your tuition fee is not made within the above timeframes, you may be withdrawn from the unit/s.

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 academic regulations:

https://handbook.acu.edu.au/handbooks/handbook_2020/policies_and_general_information/2020_academic_regulations

Student signature _____ Date _____

Section D Authorisation – SCHOOL USE ONLY

Lecturer-In-Charge	Course Coordinator
<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended <input type="checkbox"/> Prerequisite waiver approved (if required)	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended Y/N If the addition of the unit/s causes the student to be enrolled in more than a standard full-time study load, I approve the over-enrolment (please circle).
<input type="checkbox"/> Prerequisite waiver approved (if required)	<input type="checkbox"/> Prerequisite waiver approved (if required)
Signature _____	Signature _____
Print name _____	Print name _____
Date _____	Date _____

Application for Late Addition of Unit/s (LAU)

How to apply for a Late Addition of Unit/s

Complete Sections A, B, C and D of this form and submit it to your School. If submitting the form via email, you can find the relevant course administration email address in your Course Enrolment Guide.

When submitting this form please note the following:

- **late fee penalties will apply**
- **unit/s cannot be added after the census date for the relevant study period**

Prior to completing a LAU form it is highly recommended that you visit <https://www.studentportal.acu.edu.au/acuinfo/admin/e/how%20to%20enrol%20or%20change%20your%20enrolment> to read and understand the policies and procedures for changing your enrolment.

Once the form has been authorised by your Lecturer-In-Charge and Course Coordinator, the School will submit your form to Enrolments.

If approved, Enrolments will add the unit/s to your enrolment.

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

Fees, charges and notification of outcome

After week two of a standard study period or after commencement of a non-standard study period but before the census date, **a late fee of \$50 applies.**

The unit/s will be added in accordance with your existing funding mode. For example, if you are enrolled in a Commonwealth supported place, the unit/s will be added at a Commonwealth supported fee rate; if you are enrolled in a full fee paying place, the unit/s will be added at a full fee paying rate.

Once the unit/s has been added to your enrolment an email notification will be sent to your ACU student email address.

The tuition fee/s and late fee (if applicable) will be charged to your account and must be paid by the census date of the relevant study period. You can view your invoice under the 'My Fees' tab in Student Connect.

If payment is not made by the above deadline, you may be withdrawn from the unit/s.

IT IS YOUR RESPONSIBILITY TO ENSURE THE FORM IS COMPLETED CORRECTLY. FAILURE TO DO SO MAY RESULT IN THIS APPLICATION BEING DECLINED.