

## Add or Drop Subject Form

Higher Education students shall use this form to request a change in their subjects of study.

- This form is for subject changes only - refer to the descriptors below to determine which section of the form to complete.
- If you wish to change class times / days see your Student Services staff (timetable changes can occur up to Week 2 of a teaching period or Week 1 of a clinical practicum subject).
- International students are to use either the [Add Drop Swap Form – International - Student Visa](#) or the [Add Drop Swap Form – International - Temporary Visa](#)

### 1. PERSONAL DETAILS

Student Number		Campus
Title	Given Name	Family Name
Address		
Suburb	State	Postcode
Phone Number	Date of Birth	
Email		

### 2. STUDY DETAILS

Course Title	Expected year of completion
Indicate if you are claiming	<input type="checkbox"/> Austudy <input type="checkbox"/> ABSTUDY <input type="checkbox"/> Youth Allowance

#### DEFINED TERMS

- ✓ **Census Date** is a deadline for various College requirements. It is the last date to formally withdraw from a subject to avoid incurring full tuition fees or FEE-HELP debts. Census dates are marked on the Student Calendar for each teaching period.  
**NB. All forms must be received by the College no later than 4pm on census date to be eligible for a pre-census withdrawal or swap. Any forms received after 4pm local time, will be processed as a being received post-census.**
- ✓ **Study Mode** is either online or on-campus.
- ✓ **Teaching Period** is either a Semester or online monthly intake enrolled within a calendar year (January to December). Any changes between study modes must be within the calendar year (i.e. if studying on-campus in S1 you can change to an online or on campus intake in the same year). One teaching period includes the following intakes: SS, S1, S2, and each online intake.

### 3. ADD OR DROP SUBJECTS

Complete this section of the form if you are:

- **Adding** subjects
- **Withdrawing** from any subjects

Subject Code	Subject	Teaching Period	Day / Time / Online	Add / Drop

## 4. PAYMENT ARRANGEMENTS

- I am on FEE-HELP
- I am paying the required deposit per subject and commit to paying my fee balance in full prior to the census date of the enrolled intake.

## 5. PAYMENT DETAILS

Select the payment method from the following options (Credit Card or EFTPOS).

Only complete the details for that type of payment - Leave other payment type section blank and move on to Section

### Credit Card

- I wish to pay using Credit Card

Payments of this type will only be accepted in person, on campus.

Please present your completed form to Student Services staff on your local campus and complete your payment of fees.

### EFTPOS

- I wish to pay using EFTPOS

Payments of this type will only be accepted in person, on campus.

Please present your completed form to Student Services staff on your local campus and complete your payment of fees.

## 6. POLICIES AND PROCEDURES

The College's relevant **Fee Policy** is available at [www.endeavour.edu.au/policies-and-procedures](http://www.endeavour.edu.au/policies-and-procedures) and must be read, understood and is accepted at the time of enrolment.

## 7. DECLARATION

I hereby declare that:

- The information provided on this form is correct and complete.
- The Policies and Procedures have been made available to me online and I have read, understood and accepted these as conditions of my enrolment.
- I understand that it is my responsibility to ensure that my workload and choice of study complies with Austudy/ABSTUDY/Youth Allowance if I am applying for any of these payments.
- I understand that it is my responsibility to ensure that I have met any pre-requisites for my chosen subjects.
- I understand that I cannot complete selected subjects online including clinic subjects and some theory subjects.

I understand if I am enrolling now or at a later time into a Bachelor program:

- The College is collecting the information on this form, and on my Enrolment Form for the purpose of assessing my entitlement to Commonwealth Assistance under the *Higher Education Support Act 2004* and allocation of a Commonwealth Higher Education Student Support Number [CHESSN] to me.
- The College will disclose this information to the Australian Government Department responsible for Higher Education for the purposes above.
- The Australian Government will store the information securely in the Higher Education Information Management System.
- The Australian Government may disclose the information to the Australian Taxation Office. The College and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.

I am the student to which this document refers, **OR**

I am **legally** authorised to act on behalf of the student whose details are stated within this document – Name:

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Signature

Date

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**Students shall submit completed form to Student Services**