APPLICATION FOR LATE ENROLMENT

Enabling Pathways

This form is to be completed if you are enrolling after the first two weeks of semester/trimester.

PLEASE NOTE:
- You will not be enrolled in this course if you have any outstanding debts owed to the University (or its partner) incurred prior to this term.
- You will be advised of the outcome of your application by email to your studentmail address only.
- Processing of this form may take 5 working days from receipt of approved form.
- This form must be lodged before the census date. Any form that has no date, has not been signed off either by student or Course Coordinator or has been signed after census date will not be processed.
- Late Enrolment will not normally be considered as part of an Application for Special Circumstances.

YOUR RESPONSIBILITIES:
- You must withdraw from any course you are replacing prior to the census date for the term.
- You have discussed your Late Enrolment with the Lecturer and/or Course Coordinator.

1 PERSONAL DETAILS

Student number: _____ Date: _____ / _____ / 20 _____

First name: _____ Surname: _____

Email Address: _____

Program: ☐ Open Foundation ☐ Yapug ☐ Diploma Year: 20_____ Semester: ☐ 1 ☐ 2

2 COURSE INFORMATION

COURSE CODE	COURSE NAME	CLASS #	CLASS TIME PREFERENCE (for each course, tutorial, seminar, comp lab & prac required)

If your preferred class is not available, enrolments will select the first available class time. Please attach a Manual Enrolment Form if you have permission to enrol in specific classes that are full.

3 LATE ENROLMENT DETAILS

Reason you did not enrol by required date: _____

Number of lessons and/or assessment tasks you have missed:_____ Course code/name for the course you are leaving: _____

Please obtain the approval of the Course Coordinator prior to submitting the application.

4 SIGNATURE

By signing this form, you are agreeing that the information provided by you on this application is true and correct.

Signature: _____ Date: _____ / _____ / 20 _____

OFFICE USE ONLY

Date: / / 20 ☐ Approved ☐ Not approved	Processed by:
Course coordinator:	☐ Student notified ☐ Course coordinator copied on notification
Signature:	Admin Signature:
DEPUTY DIRECTOR APPROVAL AFTER CENSUS DATE — Signature:	Date: / / 20

Please return this form via email at enabling@newcastle.edu.au or in person to:

Newcastle Campus (Callaghan) General Purpose Building (Pathways Precinct) GPG01, The University of Newcastle, University Drive, Callaghan NSW 2308
Central Coast Campus (Ourimbah) Room HO1.68, Humanities Building, The University of Newcastle, 10 Chittaway Road, Ourimbah NSW 2258

If you have any questions regarding your application, please contact Enabling Pathways on:

(02) 4921 5558 enabling@newcastle.edu.au