1. Advice to Students

Procedures / Instructions
This form is used to add courses after the last day for addition or substitution of courses*. An administrative charge will apply after that date. Adding courses may change your financial liability. If adding a course increases your financial liability, to avoid an administrative charge for late payment, you must pay any fees or charges within two days of the course(s) being added to your enrolment. Please check your mySI-net financial page for any fees owing and the payment due date. For information on adding or dropping courses see: http://my.uq.edu.au/withdrawing.

Please note that this form is not to be used to request ‘over-enrolment’ i.e. addition of a course which takes your enrolment beyond the limits provided for by the UQ Enrolment Policy at: https://ppl.app.uq.edu.au/content/3.40.11-enrolment.

(a) Complete section 2 (you will need your course coordinator to sign 2b) and sign section 3.
(b) Obtain the approval and signature of the Associate Dean (Academic) of your faculty. (Students in the Faculty of Medicine programs should submit the form to the school administering their program, who will obtain faculty approval on your behalf.)
(c) Lodge this form at a Student Centre and pay the applicable administrative charge.

You will be advised by email to your student account when your enrolment is complete.

Note: Adding A Course After The Census Date ^
Adding courses after the census date is unlikely to be approved unless you can demonstrate special circumstances prevented you from completing your enrolment prior to the census date. Any requests for late enrolment must be lodged through your faculty and, subject to faculty support, will be considered by the Academic Registrar.
- Commonwealth supported students must pay full tuition fees for a course added after the census date [Note: under the HESA legislation, the University is not permitted to enrol a student in a course as a Commonwealth supported student after the census date. At UQ, the alternative is to approve such enrolment as a full-fee paying student. A student enrolling in a course after the census date is unable to access Australian government loan arrangements (HECS-HELP, FEE-HELP etc.) for that course].
- Full-fee-paying students (domestic and international) have to pay full tuition fees for the course(s) plus a $200 administration fee.

Privacy Statement
The information on this form is collected for the purposes of processing your application for late addition of course(s). The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: https://ppl.app.uq.edu.au/content/1.60.02-privacy-management

2 a). Personal Details (Please use mySI-net to keep your contact information current)

Student Number
(e.g. 12345678, not s1234567)

Name (family, given)

Phone

Program (e.g. Bachelor of Arts) Major (e.g. History)

2 b) Recommendation: Late addition of course enrolment requires a recommendation from the Lecturer/Course Coordinator.

Add Course/s – please provide details

<table>
<thead>
<tr>
<th>Course Code (e.g. LAWS1100)</th>
<th>Attendance (e.g. Internal, External)</th>
<th>Campus (e.g. St. Lucia)</th>
<th>Have any assessment items been missed? Y/N?</th>
<th>Signature of Lecturer/Course Coordinator</th>
<th>Name (please print)</th>
<th>Date</th>
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</thead>
</table>

2 c) Supporting Statement: If requesting to add a course(s) following the Census date^ an additional statement is required with greater explanation of the exceptional circumstances for this late addition request.

2 d) Enrolment & Attendance

Have classes started for the course(s) you are applying to add?
If yes, how many weeks have you attended classes? ________

Yes No
**3. Student Signature**

I acknowledge that I have read the above section 'Advice to Students'. I authorise the addition of courses to my enrolment, subject to approval, and I have provided true and accurate information in Section 2 d) Enrolment and Attendance. I acknowledge that this request does not form the basis of an application to increase my enrolment limit provided by the UQ Enrolment Policy at: [https://ppl.app.uq.edu.au/content/3.40.11-enrolment](https://ppl.app.uq.edu.au/content/3.40.11-enrolment). I confirm that I have met any stated course prerequisites and that the course/s contribute to the requirements of my current program.

Signatures: [Student's Signature]  Date: [Student's Date]

**4. Approval:** Late addition of course enrolment requires approval from the Associate Dean (Academic) of the Faculty (or delegate).

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<thead>
<tr>
<th>Signature</th>
<th>Name (please print):</th>
<th>Date:</th>
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**5. Office Use Only**

Administrative Charge Paid: Date [Student's Date] / Receipt No. [Student's Receipt Number]

Comments:

* The due date for the addition or substitution of courses is:
  - [ ] For standard courses, the Friday of week two of the semester for which you wish to add the course(s).
  - [ ] For intensive courses scheduled in Teaching Periods, the date outlined on my.UQ at [http://my.uq.edu.au/important-dates](http://my.uq.edu.au/important-dates).
  - [ ] For UQ College courses, the Friday of week two of the trimester for which you wish to add the course(s).

^ The Census date is:
  - [ ] For standard courses:
    - o 31 March for first semester course enrolments.
    - o 31 August for second semester course enrolments.
  - [ ] For intensive courses scheduled in Teaching Periods, the date outlined on my.UQ at [http://my.uq.edu.au/important-dates](http://my.uq.edu.au/important-dates).
  - [ ] For UQ College, the Friday of week four of trimester.

* If you wish to drop a course or courses refer to [http://my.uq.edu.au/withdrawing](http://my.uq.edu.au/withdrawing) for information on the procedure and any financial, academic, or student visa consequences.

**Office Use Only**

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<th>To</th>
<th>Date</th>
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<td>Enrolments Officer</td>
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<td>Director, Student Administration</td>
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<td>Academic Registrar approval</td>
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<td>Student Fees</td>
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<td>Student Notified</td>
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<td>To Records Management</td>
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