

REQUEST FOR LATE SUBJECT ENROLMENT

Received Student Business Centre

INSTRUCTIONS – PLEASE READ BEFORE PROCEEDING

- This form is to **add a subject** after the [last day to add, cancel or substitute subjects without financial penalty](#)
- To add a subject to your enrolment post week 2 you should complete this form indicating the subjects you wish to add. Once completed, you must discuss the proposed changes with an Academic Advisor who will assess and return the form to you. If approved, you must then seek approval from the Academic delivering the subject before the application can progress.
- You are able to self-withdraw via eStudent up until the [Census date](#). (If you are substituting subjects, you are responsible for your own withdrawal).
- This form will not be processed unless completed in full and signed by the student, an Academic Advisor, Academic, and Head of Program (if applicable).
- Academic and financial penalties may apply. eStudent must be used for additional subject enrolment in week one and two.
- **Please Note** If you wish to withdraw from your program or apply for a Leave of Absence, please complete a [Withdrawal from Study](#) or [Leave of Absence](#) form
- **Please Note - Student Visa Holders:** To maintain your visa compliance University approval is required prior to withdrawal of subjects if your intended enrolment for any semester is less than full time. Only specific circumstances can be approved for visa compliance. Approval for under enrolment can be applied for by emailing: visa.enquiries@bond.edu.au

REGULATION / POLICY/ INFORMATION SHEET

- [Academic Regulations](#) (Division 3, Section 13)
- [Academic Calendar](#)
- [Refund Policy](#) Information

STUDENT DETAILS

STUDENT NUMBER					FAMILY NAME			GIVEN NAMES	
CURRENT ENROLLED PROGRAM (PROGRAM CODE, NAME, MAJOR & VERSION)					CONTACT PHONE NUMBER			SEMESTER	

Add subject/s			Recommendation		
OFFICE USE ONLY –	Subject Code	Has the student been attending lectures? (Y/N)	Signature of Academic/Head of Program	Name (Please print)	Date
<ul style="list-style-type: none"> • Study Plan Y/N • Availability Classes Y/N • Next Stage Y/N 					
Details of class/tutorials reserved:					
<ul style="list-style-type: none"> • Study Plan Y/N • Availability Classes Y/N • Next Stage Y/N 					
Details of class/tutorials reserved:					
<ul style="list-style-type: none"> • Study Plan Y/N • Availability Classes Y/N • Next Stage Y/N 					
Details of class/tutorials reserved:					
<ul style="list-style-type: none"> • Study Plan Y/N • Availability Classes Y/N • Next Stage Y/N 					
Details of class/tutorials reserved:					

STUDENT'S DECLARATION

By signing below: I declare that I acknowledge that I have read and understood the information provided and the University's refund policy and agree to abide by the terms and conditions of this policy:

Student Signature

Date: