

Course Alteration Form

Please read the notes on page 2 before completing this form

Any correspondence about this enrolment request will be sent to your University email address. Please submit the completed form to your Faculty Student Centre for approval.

Student's details

First name/s: ID number:

Last name: Programme:

Add late enrolment, withdraw or substitute the following course enrolments in the current semester

Where **late enrolment** is approved after the deadline for adding or deleting courses as shown on Page 2, an administrative fee of \$120 (incl. GST) per course is payable and all course and tuition fees are due immediately. Once the enrolment is made, you can view your account summary/statement and payment options by signing into Student Services Online and checking under My Enrolment Finances on www.auckland.ac.nz/student-services-online.

Withdrawn courses remain on the record with a W (Withdrawn) grade, and all fees remain owing. The W grade counts as a fail for most GPA purposes. **Substituted courses** are where one course is swapped for another course in the same subject. Substituted courses must be in the same term and have the same duration and points' value.

Term	Action (eg, Enrol, Withdraw, Substitute)	Course code (e.g., ACCTG)	Catalogue no (eg, 101, 101G)	Class no (eg, 33990)	Related class no (if applicable)	Course title	Departmental Approval: Signature

Departmental approval–stamp/comments (if applicable):

Student's declaration

I understand that any course enrolments that result from submitting this enrolment request are subject to the Terms and Conditions I signed when accepting my offer of place in the programme(s) I am presently studying at the University of Auckland. In particular, in submitting this enrolment request I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. I also understand that where I have nominated a third-party to pay my fees, I retain full responsibility and liability for fee payment in the event that that third-party fails to pay on time or in full. By signing this form I also confirm that I have read and understood the information on the back page of this form.

I have read and understood the University of Auckland's policy on deletion, withdrawal and the refund of fees, as described in the Enrolment and Programme Regulations in the *University Calendar* www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html. I understand that if I wish to delete any courses I must do so before the deadline set out in the *Calendar*, and I can only do so through the online enrolment interface, or by a written request at any University of Auckland Faculty Student Centre.

I agree that remaining enrolled after the deadline to delete will constitute evidence of my attendance of the courses concerned.

I agree that all further enrolment transactions initiated by me for this term or semester of study within the online enrolment interface or by written request will be governed by the terms of this declaration.

Student's signature: _____ Date:

Faculty approval

Approved

Declined

Comments

Dean's signature: _____

Date:

Term Activation

Late enrolment fee (this fee will be added to your student account via Student Services Online)

Office use only: Forward completed forms to Records, Enrolment and Fees via RightNow to add Late Enrolment Fee.

Number of courses @ \$120 per course: _____ Total Due: \$_____

Course alteration form notes

Please complete this form to enrol late, withdraw from or substitute courses after the deadlines below. Please contact your Faculty Student Centre for assistance regarding faculty approval. Once approved, your faculty will process your enrolment and arrange for any late enrolment fees to be charged to your account. You can then make your payment through Student Services Online www.auckland.ac.nz/student-services-online.

ON-TIME CHANGES TO ENROLMENT

On-time changes to enrolment before the deadlines [here](#) **must be made by logging into Student Services Online** and updating your record. Information on how to access the system and change your enrolments is available online: www.auckland.ac.nz/student-services-online.

[Enrolment closing dates](#) is the official deadline for enrolment in that term, and is when enrolment into classes may be closed.

Delete means that the course(s) will be removed from your academic record if the deletion is requested (completed on-line) prior to the end of the deadline for adding or deleting courses as listed [here](#).

Withdraw means that you are withdrawing from a course after the deadline for deletion and before the withdrawal deadline. Withdrawn courses remain on your academic record with a "Withdrew" grade and all fees remain owing. A withdrawn grade counts as a fail for most Grade Point Average (GPA) purposes.

Substitute means that you are swapping one course for another course in the same subject. Substituted courses must be in the same term and have the same duration and points' value. Additional fees may be applicable if the substituted course fees are higher than the original course.

1. LATE ENROLMENT

Where late enrolment is approved after deadlines for adding or deleting as above, **an administrative fee of \$120 (incl. GST) per course** is payable by EFTPOS or credit card at AskAuckland Central, Alfred Nathan House, 24 Princes Street or on-line via Student Services Online.

Please think carefully before enrolling late, as you may be enrolling after the deletion deadline. This means that if you decide not to continue in that course, you may not be able to remove the course from your record or receive a refund of fees. When enrolling late, course tuition fees will also be due immediately on enrolment. Information on how to check whether you owe any enrolment fees or charges and create a statement or invoice is available online www.auckland.ac.nz/student-services-online (My Enrolment Finances).

2. LATE DELETION

If you cannot continue your course due to serious circumstances beyond your control, like illness or injury, you may be able to apply for a late deletion. To apply to late delete a course from your record, you will need to complete an **Application for Late Deletion (AS-47) form and provide a cover letter and supporting evidence**. Records, Enrolment and Fees office must receive your completed application for a late deletion by the last day of lectures of the semester or quarter for the course. If your application is successful, the course will be removed from your transcript. You may be eligible for a partial fees refund – please refer to the **Late Deletion** and **Refund of Fees** sections within the Enrolment and Programme Regulations in the *University Calendar* www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html. To find out more about late deletions, email latedeletions@auckland.ac.nz.

3. COMMUNICATIONS

Please check your University email regularly or you may miss official communications and important information sent from the University.

To access your inbox, you can go to the main University of Auckland website and select "Student email" from the Students Links drop-down menu.