

WHO SHOULD COMPLETE THIS FORM?

- All AUT students wanting to withdraw from a programme or add/remove papers from their enrolment
- It is a requirement that you formally notify AUT of your intention to withdraw or change your enrolment. Failure to do so may result in financial or academic penalties being imposed.

SECTION ONE PERSONAL DETAILS

1.1 Title Mr Ms Mrs Miss Other

1.2 Surname or family name

1.3 First name(s)

1.4 Student ID number:

1.5 Date of birth

2.1 Please confirm your postal address

2.2 Street number and name

2.3 Suburb

2.4 City/Town

2.5 Postcode

SECTION TWO AMENDMENT DETAILS

Please tick the option you wish to amend.

- Withdraw from programme - *go to section three*
- Add or remove a paper or papers - *go to section four*

SECTION THREE WITHDRAW FROM PROGRAMME

Please complete this section if you want to withdraw from the programme you are currently enrolled in.

Please state the programme code and name of the programme you want to withdraw from:

Major (if applicable)

If you wish to change your major please contact your faculty.

If you wish to apply for a new programme or transfer programmes please contact the Student Information Centre to discuss before applying online (location and details on reverse).

SECTION FOUR ADD/REMOVE PAPERS

Please complete section five if you want to add or remove papers that you have been enrolled in.

Please state the paper(s) that you wish to **remove** from your enrolment :

| PAPER CODE | PAPER NAME |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Please state the paper(s) that you wish to **add** to your enrolment:

| PAPER CODE | PAPER NAME |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

SECTION FIVE STUDENT DECLARATION

I hereby apply to change my enrolment as detailed on this form

To be signed by the applicant:

Student signature:

Date:

WHERE TO SEND THIS FORM

Please ensure that this form is returned to your Faculty or School promptly for action. Alternatively you can post to:

AUT University
Registry Services
Private Bag 92006, Auckland 1142

OFFICIAL/DEPARTMENT USE ONLY

ARE THERE ADDITIONAL FEES TO BE REFUNDED? YES NO

COMMENTS:

DEPARTMENT APPROVAL:

DATE:

IMPORTANT INFORMATION

In all circumstances, changes to your enrolment and withdrawals from papers or programmes must be made formally in writing to the Faculty.

It is the student's responsibility to ensure that formal notification of all programme changes is made.

Please note: The date this form is received by AUT is the date used to calculate any fee refund that may be payable.

Any fees outstanding will remain payable. The student will receive payment reminders with the possibility of a late fee and the referral of the debt to a debt collection agency.

TRANSFER OF PAPER

Each paper that you enrol in may have several classes running at different times. If you find that, for example, the time of the class you first enrolled in does not suit, you may with the approval of your department be able to change to another class within that paper. Applications should be made to the department concerned. There is no administration charge for this service.

WITHDRAWAL FROM A PAPER

If you wish to withdraw from a paper within your programme of study you should first discuss this with departmental staff. If the department approves this change, you will receive a statement of your account with details of the change. These details will vary according to the time at which you applied for withdrawal.

The effect of a programme/paper withdrawal may be a refund, or an amount to pay, or no change in your account balance.

Changes to your enrolment may affect your Student Loan or Allowance eligibility. We recommend you discuss any changes with StudyLink.

FOR MORE INFORMATION

For more information or assistance in completing this form, please contact the Student Information Centre

City Campus
Level 2 (ground entry) WA Building
55 Wellesley Street East
Monday - Friday, 8.00am - 5.00pm*

North Shore Campus
Ground Level, AG Building
90 Akoranga Drive Northcote
Monday - Friday, 8.00am - 4.30pm*

Helpline: (09) 921 9779
Ask Student Info: www.aut.ac.nz/studentinfo

* Opens at the later time of 9.45am on Wednesdays

CAREER ADVICE

Sometimes finding a programme that's right for you can be tricky. For many students who come to university it is often a rush to find a programme and get accepted. Understanding that not everyone chooses the right programme first time, AUT has a range of services to help those students who are thinking of changing their programme of study.

University Career Services has trained career consultants who can help you through any career decisions you need to make. To contact a career consultant please email career@aut.ac.nz or phone (0800) 288 864.

FEES AND REFUND POLICY

Please take the time to read this information as it relates to the fees and refund policy. All other policies regarding AUT's enrolment can be accessed via our website at: www.aut.ac.nz/students/student_services/policies/.

If you would like to go over these or are unsure of any policy, please contact our Student Information Centre on (09) 921 9779.

DOMESTIC REFUND POLICY

| CHANGE OF APPLICATION | REFUND | ADMIN CHARGE | RESULT RECORDED |
|---|--------|--------------|----------------------------------|
| Completed less than 10% of paper duration | 100% | Nil | No result recorded |
| Completed between 10% and 75% of paper duration | Nil | Nil | Withdrawn result recorded |
| After 75% of paper completed | Nil | Nil | Did not complete result recorded |

INTERNATIONAL REFUND POLICY - WITHDRAW FROM PROGRAMME

| DATE OF REFUND REQUEST | EFFECT | REFUND DUE | ADMIN CHARGES | ACADEMIC RESULT |
|--|--------------|--------------------------|---------------|----------------------------------|
| Up to 7 days before the start of the programme | Cancellation | 100% - less admin charge | NZ\$300 | No result recorded |
| From 7 days prior to the start of the programme until 11 days after the start of the programme | Withdrawal | 90% - less admin charge | NZ\$300 | No result recorded |
| From 12 days after the programme start date but before 75% of class duration completed | Withdrawal | Nil | Nil | Withdrawn result recorded |
| After 75% of class duration completed | No change | Nil | Nil | Did not complete result recorded |

INTERNATIONAL REFUND POLICY - WITHDRAW FROM PAPERS

| DATE OF REFUND REQUEST | EFFECT | REFUND DUE | ADMIN CHARGES | RESULT |
|--|--------------|--------------------------|---|----------------------------------|
| Up to 7 days before the start of the programme | Cancellation | 100% - less admin charge | The greater of: \$50; or \$10 per paper | No result recorded |
| From 7 days prior to the start of the programme until 11 days after the start of the programme | Withdrawal | 90% - less admin charge | The greater of: \$50; or \$10 per paper | No result recorded |
| From 12 days after the programme start date but before 75% of class duration completed | Withdrawal | Nil | Nil | Withdrawn result recorded |
| After 75% of class duration completed | No change | Nil | Nil | Did not complete result recorded |