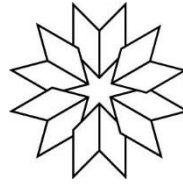


# Unit of Study Amendment Form

**Coursework students only**

Please read the *General Information* section before completing this form to advise any changes to your scheduled units since your initial enrolment for the current academic year. Refer to the [Enrolment Policy](#) for regulations about enrolment and study load.



**UNIVERSITY  
OF DIVINITY**

## A. Student details

Name		Student ID	
College		College ID (if applicable)	
Course			
Current course fee payment arrangement	<input type="checkbox"/>	Upfront	<input type="checkbox"/> FEE-HELP
Date you submitted your admission or most recent reenrolment form			
	(mm/yyyy)		

## B. Citizenship details

All students to complete. Tick one box. Visa holders must attach a copy of their current visa if it has changed. If you hold a student visa, any variation to course or unit enrolment may affect the status of your student visa.

<input type="checkbox"/>	Overseas student on a student visa	<input type="checkbox"/>	Holder of a temporary visa other than a student visa
<input type="checkbox"/>	Permanent humanitarian visa holder	<input type="checkbox"/>	Australian Permanent Visa holder
<input type="checkbox"/>	NZ citizen	<input type="checkbox"/>	Australian citizen
<input type="checkbox"/>	Other—please specify (to be completed if you are living overseas, studying online and none of the listed categories are applicable)		

## C. Unit amendment

### Part 1: Unit additions

Complete this section if you have completed an application for admission or reenrolment form for the current academic year and wish to enrol in further units. Then go to the 'Tuition fees' section to advise payment method.

Semester / Intensive start date	Unit code	Unit name	College teaching the unit	Study mode	Payment type (upfront or FEE-HELP)

<b>Research Essay or a Supervised Reading Unit</b>							
Have you enrolled in a 12,000 word Research Essay?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you enrolled in a Supervised Reading Unit?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If yes to either of the above:	What is the area/discipline of your essay?						
	Who is your proposed supervisor?						
	Have you contacted your proposed supervisor?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Have you completed and included a 12,000 word Research Essay Application or Supervised Reading Unit Form?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Part 2: Unit withdrawals

Complete this section if you wish to discontinue your enrolment in any units.

Teaching period/ Intensive dates	Unit code	Unit name	College teaching the unit	Study mode	Payment type (upfront or FEE-HELP)
<input type="checkbox"/> Special circumstances apply					

### D. Privacy statement

Personal information provided by individuals is collected, used and stored by the University of Divinity in accordance with the provisions of the Commonwealth Privacy Act 1998 and the Australian Privacy Principles prescribed by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

### E. Student declaration

I have read the *General information* provided. All information given to support this change of enrolment is to the best of my knowledge correct and complete in every particular

Type name for electronic submission

Name/Signature

Date

/ /

### F. General information

#### Introduction

Please read these instructions before completing this form. It is your responsibility to ensure that your enrolment details are correct prior to the relevant census date. Any change in units should be discussed with your Coursework Coordinator. Be aware that any change of unit enrolment may mean a changes to: study load; full-time/ part-time study status; eligibility for Centrelink payments, FEE-HELP liability/tuition fees.

#### Unit amendment instructions

##### Unit additions

Check that added units meet course requirements and that you have completed any prerequisite units.

Please discuss all queries and changes regarding Research Essays or Supervised Reading Units (including accessing appropriate paperwork) with your College Coursework Coordinator/Registrar.

All tuition fees are to be paid prior to the commencement of the unit. Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for full details of tuition fees and fees for other services. Please note that tuition fees will vary from year to year.

##### Upfront fees

If you are paying your tuition fees upfront, attach cheque or money order or include credit card authorisation.

If a third party is paying your fees, include with this form a letter or official confirmation from the third party accepting responsibility for payment of fees.

Payment for all additional units in the current semester must be included.

A tax invoice will be subsequently sent to you for your records. For fees that are due for the remainder of the year, a tax invoice will be sent at the appropriate time. Please note that students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.

##### FEE-HELP

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the FEE-HELP loan scheme. You are not required to begin repaying your accumulated loan debt until your relevant taxable income is above the compulsory repayment threshold. Refer to <http://studyassist.gov.au/sites/studyassist/payingbackmyloan/loan-repayment/pages/loan-repayment#WhenDoIHaveToRepayMyHELPDebt> for current details.

Certified proof of Australian citizenship is required. Persons classified as 'Permanent Residents' are not Australian citizens and therefore not eligible for FEE-HELP. Citizens of other countries, including New Zealand, are not eligible for FEE-HELP.

A separate FEE-HELP application is required to be completed for each course/degree if the FEE-HELP scheme is to be used to settle your tuition fees. You need to do this once only to cover the duration of the course.

##### Unit withdrawals

Students who withdraw from their unit or course of study on or before the census date will, according to the method used to pay tuition fees, either be eligible for a full tuition fee refund, or not incur a FEE-HELP debt.

If your unit withdrawal is late due to special circumstances, attach a letter to the Coursework Coordinator with supporting evidence.

## International students

If you are studying in Australia on an Overseas Student Visa you must be enrolled full-time. If withdrawing from units refer to the [Overseas Student Tuition Fees Refund Policy](#) and [Deferring, Suspending or Cancelling Enrolment: Guide for Overseas Students](#)

### Discontinuation of unit enrolment (withdrawals)

If an enrolment has been discontinued

- Before the census date—the enrolled unit will be removed from the student record
- After the census date—the enrolled unit will remain on the student record and the appropriate result will be given.

### Enrolment verification

Students are encouraged to check their enrolment details via [TAMS](#).

### Submission

Complete, sign and send or email to your home college.

## G. Your checklist

Important checklist to avoid delays in processing your unit amendment request. Tick the boxes when you have completed the necessary steps. Note: Course and unit transfers cannot be processed using this form. Please see your Coursework Coordinator.

<input type="checkbox"/>	For <b>adding units</b> , Sections C (part 1) and D are completed
<input type="checkbox"/>	Each unit I wish to add is available in the study period for which I am seeking to amend my enrolment
<input type="checkbox"/>	For <b>withdrawing from units</b> , Section C (part 2) is completed
<input type="checkbox"/>	Submission date prior to census date
<input type="checkbox"/>	Submission date after census date (I am aware there will be fees)
<input type="checkbox"/>	I have read and signed the declaration

## H. College checking and approval

### Coursework Coordinator to complete

- Unit additions:** I have checked this student's reenrolment and proposed study program, and confirm that
- the course progression is valid—units can be counted towards the applicant's course
  - unit codes and unit names listed on the form are correct
  - all units are running in the time periods indicated
  - the student has the correct prerequisites for each proposed unit
  - confirmation from 3<sup>rd</sup> party/sponsor accepting responsibility for payment of fees attached (if applicable)
  - student name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method.
- Unit withdrawals:** I have checked this student's reenrolment and proposed study program, and confirm that
- International student studying in Australia on a student visa
    - Study load remains full-time after unit amendment
    - Student load reduced as part of Intervention Strategy under Course Progress Policy

Name		Signature		Date	/ /
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### College Office Administration

- Approved
- Documentation received (if required)
- Student contacted (if required)
- Staff advised
- Refund / re-credit applies
- End dates changed
- Entered in TAMS

Entire form to be sent to OVC

Name		Signature		Date	/ /
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## I. Tuition fee payment method

Please insert your full name as it appears on official documentation and your UD ID if known.

Family name		UD ID		UD College	
Given name/s		Course			

How will you pay your tuition fee?

<input type="checkbox"/>	<b>FEE-HELP</b>				
<input type="checkbox"/>	I am already on FEE-HELP for this course.				
<input type="checkbox"/>	I have enclosed a completed <i>Request for FEE-HELP assistance</i> form and citizenship documentation.				
<input type="checkbox"/>	Send me a <i>Request for FEE-HELP Assistance</i> form which I will complete and return to my College.				
<input type="checkbox"/>	<b>Upfront payment</b>				
<input type="checkbox"/>	<b>Credit card</b> authorisation				
	Please charge the following credit card	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	Visa
	Card number	_____ - _____ - _____ - _____			
	Card expiry date	/	mm/yy	CVC no.	(last three digits on reverse of credit card)
	Amount	\$		Date to deduct from card	/ /
	Signature				
	Name on credit card				
<input type="checkbox"/>	<b>SEMESTER 2</b> – I authorise payment with the nominated credit card for Semester 2. .				
	<i>Payment processed two (2) weeks prior to the start of the semester or soon after if a date is not specified</i>				
	Signature		Date to deduct from card	/	/
<input type="checkbox"/>	<b>BPAY</b> payment				
	<i>When units are entered into the University of Divinity database, your College Registrar will send you a 'Statement of Fees' which provides the relevant biller code and a unique reference number</i>				
<input type="checkbox"/>	A <b>third party</b> is paying for my tuition fees.				
<input type="checkbox"/>	I include with this application a sponsor statement, letter or other official confirmation from the third party accepting responsibility for payment of my fees.				
	Name of third party or organisation				
	Address of third party or organisation				
<input type="checkbox"/>	<b>Cheque/money order</b> enclosed	Amount	\$	(payable to: <b>University of Divinity</b> )	