

Add, Drop or Swap Form – Higher Education and VET

- This form is for subject/unit of study changes only - refer to the descriptors below to determine which section of the form to complete.
- If you wish to change class times / days see your Student Services staff (timetable changes can occur up to Week 2 of a teaching period).
- International students are to use either the [Add Drop Swap Form – International - Student Visa](#) or the [Add Drop Swap Form – International - Temporary Visa](#)

1. PERSONAL DETAILS

Student Number	Campus	D.O.B.
Title	Given Name	Family Name
Address	State	Postcode
Email	Phone Number	

2. ENROLMENT DETAILS

Course Title	Expected year of completion
Are you Claiming? <input type="checkbox"/> Austudy <input type="checkbox"/> Abstudy <input type="checkbox"/> Youth Allowance	

DEFINED TERMS

Census Date is a deadline for various College requirements. It is the last date to formally withdraw from a subject/unit of study to avoid incurring full tuition fees or VET FEE-HELP/FEE-HELP debts. Census dates are marked on the Student Calendar for each teaching period.

NB. All forms must be received by the College no later than 4pm on census date to be eligible for a pre-census withdrawal or swap. Any forms received after 4pm local time, will be processed as a being received post-census.

Study Mode is either online or on-campus.

Teaching Period is either a Semester, Trimester or online monthly intake enrolled within a calendar year (January to December). Any swaps between study modes must be within the calendar year (ie. if studying on-campus in S1 you can swap to an online or on campus intake in the same year). One teaching period includes the following intakes: SS, S1, S2, T1, T2, T3 and each online intake.

ADD OR DROP SUBJECTS / UNITS OF STUDY

Complete this section of the form if you are:

- adding subjects/units of study or **withdrawing** from any subjects/units of study; or
- if you have **already swapped** a subject/unit and you are wanting to make a subsequent change to that same subject/unit.

NB. the College only allows one 'swap' per subject, any subsequent changes require you to 'drop' the subject and 'add' another subject – fees are payable as per the relevant Fee Policy.

Code	Subject/Unit of Study	Teaching Period	Day / Time / Online	Add/Drop	Cancellation Fee (if applicable)

SWAP SUBJECTS / UNITS OF STUDY

Note: Subjects/Units can ONLY be swapped prior to census date and can only be swapped ONCE. Swaps must be within the same teaching period. Subsequent 'swaps' of the same subject are considered to be a withdrawal/drop and should be completed in the section above. Subsequent 'swaps' will incur a fee and/or academic penalty in accordance with the relevant Fees Policy.

Complete this section of the form if you are either:

- Swapping one subject/unit for the same subject/unit in the same teaching period (ie. on-campus to online)
- Swapping one subject/unit for a different subject/unit that has the same or higher credit points (study mode may also differ)

	Code	Subject/Unit of Study	Credit Points	Teaching Period	Day / Time / Online
Current					
Swap To					
Current					
Swap To					

