

## ENROLMENT AMENDMENT FORM



Complete this form in BLOCK LETTERS.

**Note: Use this form to add or delete unit (s) from your enrolments**

### PERSONAL DETAILS

Are you a  New Student  Continuing Student

Family name:

Given name(s):

Student ID Number:

Date of Birth:

Email Address:

Course Name:

Are you an international student holding a student visa?  Yes  No

*Please note International Students on a student visa are required to enroll in a full-time load (usually 4 units per trimester), to comply with their visa conditions. If you wish to reduce your study load due to extenuating circumstances, you must seek approval from the Office of Registrar.*

### UNIT (S) (to be deleted)

Trimester	Unit Code	Unit Name	AIA Approval		
			Yes	No	Academic Dean Signature

### UNIT (S) (to be added)

Trimester	Unit Code	Unit Name	AIA Approval		
			Yes	No	Academic Dean Signature

## THE REGISTRAR COMMENTS (e.g., pre-requisite waiver approval, reduced study load approval)

## STUDENT ACKNOWLEDGEMENT

I authorise the AIA Student Administration to amend my enrolment as indicated, effective from the date this form is lodged. I agree that the date of amendment will be taken as the date this form is lodged to AIA Student Administration at Analytics Institute of Australia (AIA). I understand that I will not be entitled to a refund or credit of any fee if this form is lodged after the relevant census date.

I acknowledge that I am bound by the rules and regulations of AIA. I understand that the information contained in this form shall be treated by AIA as confidential and may be made available to the Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under ESOS Act 2000 and National Code.

Student Signature:

Date:

## FOR OFFICE USE ONLY

Signature of  
processor:

Date:

## PRIVACY STATEMENT

*Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.*