



2009 Enrolment Variation Request

This form is to be used by students with an active 2009 enrolment who are unable to vary their units online at <http://myuni.usyd.edu.au>. This form is not applicable to Sydney Law School in Europe students – please refer to the *Enrolment and Fee Payment Advice* form at www.law.usyd.edu.au/fstudent/coursework/LLM/index.shtml

Surname:	Given names:
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Student no:	Award course: (eg. LLM)
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Daytime contact no:	E-mail^:
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^ If we have any queries relating to this request, we may contact you at this address. All standard University correspondence is sent to your University e-mail address.

Please indicate whether you are: International student AusAID student FEE-HELP student

Semester-length unit = evening classes held over 13 weeks

Intensive unit = daytime classes held over a 4-5 day period

1. ADD unit(s) to your enrolment

IMPORTANT: Please refer to the table of deadlines overleaf before completing this section.

Unit of study name	Unit code	Session	Intensive? (Y/N)
		-	
		-	
		-	
		-	

2. WITHDRAW unit(s) from your enrolment

IMPORTANT: Please refer to the table of deadlines & fee policy overleaf before completing this section.

Unit of study name	Unit code	Session	Intensive? (Y/N)
		-	
		-	
		-	
		-	

To confirm the outcome of this request please visit <http://myuni.usyd.edu.au>. You will need your UniKey details to log in. Please allow at least 24 hours for the variations made on this form to appear. You will also be mailed a notice reflecting your enrolment variations within two weeks of submitting this form. Please understand that it is *your* responsibility to ensure that your enrolment details are recorded correctly. Fees will be charged accordingly.

By completing and returning this form, I understand that I will be required to comply with the By-laws and Regulations of the University of Sydney. I am aware of the Fee Policy (see overleaf) concerning withdrawal from units of study.

Signature:	Date:
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Please return this form to:
Postgraduate Team
Faculty of Law (F10)
The University of Sydney
Sydney NSW 2006
Facsimile: 02 9351 0200



Important dates for postgraduate students 2009

Semester dates

FEBRUARY SEMESTER	
Semester begins	Monday 2 March
Easter recess	Friday 10 April to Friday 17 April
Study vacation	Monday 8 June to Friday 12 June
Examination period	Monday 15 June to Friday 26 June(1)
Semester ends	Friday 26 June
JULY SEMESTER	
Semester begins	Monday 27 July
Semester recess	Monday 28 September to Friday 2 October
Study vacation	Monday 2 November to Friday 6 November
Examination period	Monday 9 November to Friday 20 November(1)
Semester ends	Friday 20 November

Deadlines for enrolments and withdrawals

FEBRUARY SEMESTER	
Semester-length units	Session 1
Last day to add(2)	Friday 13 March(3)
Last day to withdraw	Tuesday 31 March
Last day to discontinue without failure (DNF)	Friday 5 June(4)
Early intensive units	Sessions 63, 6 & 7
Last day to add(2)	At least 8 weeks prior to class commencement(3)
Last day to withdraw	Close of business on first day of classes
Last day to discontinue without failure (DNF)	Friday 5 June(4)
Late intensive units	Sessions 64, 8, 65 & 61
Last day to add(2)	At least 8 weeks prior to class commencement(3)
Last day to withdraw	Close of business on first day of classes
Last day to discontinue without failure (DNF)	Due date of final assessment task(4)
JULY SEMESTER	
Semester-length units	Session 2
Last day to add(2)	Friday 7 August(3)
Last day to withdraw	Monday 31 August
Last day to discontinue without failure (DNF)	Friday 30 October(4)
Early intensive units	Sessions 53, 5 & 9
Last day to add(2)	At least 8 weeks prior to class commencement(3)
Last day to withdraw	Close of business on first day of classes
Last day to discontinue without failure (DNF)	Friday 30 October(4)
Late intensive units	Sessions 10, 54, 51 & 52
Last day to add(2)	At least 8 weeks prior to class commencement(3)
Last day to withdraw	Close of business on first day of classes
Last day to discontinue without failure (DNF)	Due date of final assessment task(4)

Fee policy

100% tuition fee liability or FEE-HELP debt will be incurred after the relevant census date below. No refund is payable subsequent to these dates.

CENSUS DATE	SESSION(S) APPLICABLE
February Semester	
Friday 13 March	Session 63 units
Tuesday 31 March	Session 1, 6 and 7 units
Thursday 30 April	Session 64 units
Friday 8 May	Session 8 units
Friday 29 May	Session 65 units
Friday 26 June	Session 61 units
July Semester	
Friday 14 August	Session 53 units
Monday 31 August	Session 2, 5 and 9 units
Friday 25 September	Session 10 units
Friday 30 October	Session 54 units
Friday 18 December	Session 51 and 52 units

Note: The Faculty of Law requests candidates intending to withdraw from an intensive unit of study do so *no later than the close of business on the first day of classes*. Withdrawal requests received subsequent to the first day of classes may incur an administration fee.

(1) Candidates are required to be available during the whole of the scheduled exam period at the end of each semester (or on the dates as specified by the Unit Coordinator in the case of an early or late intensive unit) to complete their exams. Please consult the Special Consideration Policy at www.law.usyd.edu.au/cstudent/coursework/exams.shtml.

(2) Requests to add units of study subsequent to candidates receiving their semester fee invoice must be accompanied by payment if the request results in an additional fee liability being incurred.

(3) Candidates are strongly advised to finalise enrolment and payment of units of study as soon as possible to ensure pre-class details (printed reading materials, webCT access, presentation topics, etc) are available prior to commencement of classes. Enrolments may be capped in units where the maximum venue capacity has been reached. Candidates must attend at least 70% (80% student visa candidates) of classes in order to satisfy class attendance requirements.

(4) Candidates who do not formally discontinue (DNF) by this date will receive an Absent Fail (AF) grade for the unit concerned.