

Enrolment Variation Request Form

(코스 및 수강신청 변경 신청서)

Please complete this form and return to The Korean Campus Office, PO Box 337, Parramatta NSW 2124 or email at korean@ac.edu.au or fax at +61 2 8893 9099.

Student Name _____

Student Id No. _____

I am enrolled in the following program (tick):

- 학사과정 Bachelor of Theology 석사과정 Master of Arts Master of Theology 박사과정 Doctor of Ministry
준학사 과정 Cer IV in Ministry Diploma of Ministry Advanced Diploma of Ministry
 Cer IV in Music Industry Diploma of Music Industry Diploma of Counselling

I hereby request permission to vary my enrolment as follows:

I wish to make a variation to a course enrolment as indicated below. (코스변경신청)

I wish to make a variation to a subject enrolment as indicated below. (수강신청변경)

Subject Code	Subject Name/Course Name	Withdraw(W) / Enrol(E)	Accounts \$

My reasons for requesting this are:

Signature of Student	Date
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Changing Study Programs and Courses (학과정 변경-개별 상담 문의 바람): Students wanting to change their Program (e.g., from BAppTh to VET or vice versa) or to change their enrolment in a specific subject after their initial nomination should request an appointment with the Registrar before completing the necessary paperwork. The completed variation of enrolment form can be acquired from and returned to the Registrar. Changes made after enrolment and before the commencement of term will incur a AUD\$100 fee for each such change. Changes made after the first day of semester, and **before 14 days subsequent**, will incur a fee of AUD\$200. No changes can be made after the 14-day period.

Change of subjects (수강 과목 변경 개학 후 2 주내 변경): 수강 변경 신청은 개강 후 2 주내에 접수시 처리되며 2 주 후 부터 처리 불가
No student can commence classes unless tuition fees are paid. If, after 14 days of the commencement of the semester, a student's tuition fees are not paid, not requested FEE-HELP or the student has not any arrangements with the College, then the student will be suspended from attending class. Students who are unable to pay tuition fees should contact the Registrar to discuss the situation.

Withdrawal (자퇴 및 휴학- 개별 상담 문의 바람): 자퇴 및 휴학은 별도의 행정 수수료 \$200 가 부가되며 나머지 학비 환불은 사무실에 문의 바람. Withdrawing from a program unit prior to the census date for that semester is permitted without affecting the student's transcript. Tuition will not be refunded, and an administration charge of \$200 will be incurred. Students who withdraw from a subject after census date will receive a fail grade ('N') on their transcript and no refund will be paid.

문의하신 변경 신청서의 행정 처리 기간은 5 일-7 일로 예상되며 상황에 따라 지연 될 수 있습니다.

Approved by	Processed by
Date	Date