



REMINDER: This is a pdf editable form. DO NOT PRINT. Submit completed application to [SIC Servicedesk](#)

Application to Amend Enrolment

This form only applies when changing units or a component of your current program. Students wishing to change program (tagged major), you will need to complete an [Application for Internal Course Transfer](#).

Student ID:		Student Name:	
Program Code:		Program Title:	

Instructions:

- Addition and withdrawal of unit of study must be submitted before the census date. Please refer to [Academic Calendar](#).
- Withdrawal of units after the census date will be subject to financial liability and academic penalties.
- Changes to Professional Majors, Co-majors and Minors are not final until approved by the Faculty / School and a new confirmation of enrolment issued.
- It is the student's responsibility to check pre-requisites and mandatory requirements when changing their program components.
- Important information regarding underload:**
 - If you are an international student holding a student visa, you should note that you can only underload if you are still able to complete your course on time
- Important information regarding overload:**
 - In order to be approved to overload you must have completed at least 50 credit points of study and have an overall average of 60% or greater across all studies.
 - The maximum overload is 62.5 credit points (usually five units of study).
 - Students who have been identified as having unsatisfactory academic performance are not permitted to overload.
 - You should ensure that you are able to attend all activities for each unit of study in which you are enrolled.
 - Overload approvals are provisional and may be subject to review based on your academic performance.

SECTION A: PURPOSE OF AMENDMENT (PLEASE SELECT)	
<input type="checkbox"/> Add and/or withdraw unit Complete Section C and/or Section D (whichever applicable)	<input type="checkbox"/> Change major/minor Complete Section E
<input type="checkbox"/> Overload in the semester Complete Section C to add Unit of Study as an overload	<input type="checkbox"/> Underload in the semester Complete Section F to indicate which units you are taking this semester
Reason for amendment:	

SECTION B: FOR INTERNATIONAL OFFICE USE ONLY (IF APPLICABLE)	
International Office Approval	

SECTION C: UNIT OF STUDY TO BE ADDED							
Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

SECTION D: UNIT OF STUDY TO BE WITHDRAWN							
Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

Application to Amend Enrolment

SECTION E: CHANGE MAJOR/MINOR

Category	Major/Co-major/Second Major/Minor Details	Faculty Approvals			
		Yes	No	Signature	Date
<input type="checkbox"/> Change Major	Current Major:				
	New Major:				
<input type="checkbox"/> Change Co-major	Current Co-major:				
	New Co-major:				
<input type="checkbox"/> Change Second Major	Current Second Major:				
	New Second Major:				
<input type="checkbox"/> Change Minor	Current Minor:				
	New Minor:				

SECTION F: UNDERLOAD FOR THE SEMESTER

Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

Student Signature of Acknowledgement	
Date	

Privacy Statement

Swinburne University of Technology, Sarawak Campus collects uses and destroys personal data in accordance with our Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>.