



PAPER AND PROGRAMME AMENDMENT FORM

WHO SHOULD COMPLETE THIS FORM?

- All AUT students wanting to withdraw from a programme or add/remove papers from their enrolment
- It is a requirement that you formally notify AUT of your intention to withdraw or change your enrolment. Failure to do so may result in financial or academic penalties being imposed.

SECTION ONE PERSONAL DETAILS

- 1.1 Title ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Other
- 1.2 Surname or family name
- 1.3 First name(s)
- 1.4 Student ID number:
- 1.5 Date of birth
- 2.1 Please confirm your postal address
- 2.2 Street number and name
- 2.3 Suburb
- 2.4 City/Town
- 2.5 Postcode 2.6 Mobile

SECTION TWO AMENDMENT DETAILS

Please tick the option you wish to amend.

- ☐ Withdraw from programme - **go to section three**
- ☐ Add or remove a paper or papers - **go to section four**

SECTION THREE WITHDRAW FROM PROGRAMME

Please complete this section if you want to withdraw from the programme you are currently enrolled in.

Reason for withdrawal:

Please state the programme code and name of the programme you want to withdraw from:

<input type="text"/>	<input type="text"/>
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Major (if applicable)

If you wish to change your major please contact your faculty.

If you wish to apply for a new programme or transfer programmes please contact the Student Hub to discuss before applying online (location and details on reverse).

SECTION FOUR ADD/REMOVE PAPERS

Please complete this section if you want to add or remove papers that you have been enrolled in.

PROGRAMME CODE: PROGRAMME NAME:

Please state the paper(s) that you wish to **remove** from your enrolment:

PAPER CODE	PAPER NAME
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please state the paper(s) that you wish to **add** to your enrolment:

PAPER CODE	PAPER NAME
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

SECTION FIVE STUDENT DECLARATION

I hereby apply to change my enrolment as detailed on this form

To be signed by the student:

Student signature:

Date:

WHERE TO SEND THIS FORM

Please ensure that this form is returned to your Faculty or School promptly for action. Alternatively you can post to:

University Admissions Office
AUT
Private Bag 92006, Auckland 1142

OFFICIAL/DEPARTMENT USE ONLY

ARE THERE ADDITIONAL FEES TO BE REFUNDED? ☐ YES ☐ NO

COMMENTS:

DEPARTMENT APPROVAL: DATE:

IMPORTANT INFORMATION

In all circumstances, changes to your enrolment and withdrawals from papers or programmes must be made formally in writing to the Faculty.

It is the student's responsibility to ensure that formal notification of all programme changes is made.

Please note: The date this form is received by AUT is the date used to calculate any fee refund that may be payable.

Any fees outstanding will remain payable. The student will receive payment reminders. Failure to do so will result in the university debtor management process commencing which may include withdrawal of services and any subsequent re-enrolment being disallowed.

TRANSFER OF PAPER

Each paper that you enrol in may have several classes running at different times. If you find that, for example, the time of the class you first enrolled in does not suit, you may with the approval of your department be able to change to another class within that paper. Applications should be made to the department concerned. There is no administration charge for this service.

WITHDRAWAL FROM A PAPER

If you wish to withdraw from a paper within your programme of study you should first discuss this with departmental staff. If the department approves this change, you will receive a statement of your account with details of the change. These details will vary according to the time at which you applied for withdrawal.

The effect of a programme/paper withdrawal may be a refund, or an amount to pay, or no change in your account balance.

Changes to your enrolment may affect your Student Loan or Allowance eligibility. We recommend you discuss any changes with StudyLink.

FOR MORE INFORMATION

To discuss the options available or for more information or assistance in completing this form, please contact the Student Hub

City Campus
Level 2, WA Building
55 Wellesley Street East, Auckland

North Campus
Level 2, AS Building
90 Akoranga Drive, Northcote

South Campus
Level 1, MB Building
640 Great South Road, Manukau

Phone: 0800 288 864
Email: studenthub@aut.ac.nz

CAREER ADVICE

Sometimes finding a programme that's right for you can be tricky. For many students who come to university it is often a rush to find a programme and get accepted. Understanding that not everyone chooses the right programme first time, AUT has a range of services to help those students who are thinking of changing their programme of study.

Employability and Career Services can help you through any career decisions you need to make.

Book an appointment with a Career Specialist on CareerHub by visiting the following: www.careerhub.aut.ac.nz

FEES AND REFUND POLICY

Please take the time to read this information as it relates to the fees and refund policy. All other policies regarding AUT's enrolment can be accessed via our website at: www.aut.ac.nz/fees-and-refund-policy.

If you would like to go over these or are unsure of any policy, please contact our Student Hub on 0800 288 864.

DOMESTIC REFUND POLICY

CHANGE OF APPLICATION	EFFECT	REFUND DUE	ADMIN CHARGES	ACADEMIC RESULT
Completed less than 10% of paper duration	Cancellation	100%	Nil	No result recorded
Completed between 10% and 75% of paper duration	Withdrawal	Nil	Nil	Withdrawn result recorded
After 75% of paper duration completed	Withdrawal	Nil	Nil	Did not complete result recorded

INTERNATIONAL REFUND POLICY - WITHDRAW FROM PROGRAMME

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMIN CHARGES	ACADEMIC RESULT
More than 7 days before the start of the programme	Cancellation	100% - less admin charge	NZ\$300	No result recorded
From 7 days prior to the start of the programme and less than 10% of the programme duration completed	Cancellation	90% - less admin charge	NZ\$300	No result recorded
From 10% of the programme duration completed and up to 75% of class duration completed	Withdrawal	Nil	Nil	Withdrawn result recorded
After 75% of programme duration completed	Withdrawal	Nil	Nil	Did not complete result recorded

INTERNATIONAL REFUND POLICY - WITHDRAW FROM PAPERS

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMIN CHARGES	ACADEMIC RESULT
More than 7 days before the start of the paper	Cancellation	100% - less admin charge	The greater of: \$50; or \$10 per paper	No result recorded
From 7 days prior to the start of the paper and less than 10% of the paper duration completed	Cancellation	90% - less admin charge	The greater of: \$50; or \$10 per paper	No result recorded
From 10% of the paper duration completed and up to 75% of paper duration completed	Withdrawal	Nil	Nil	Withdrawn result recorded
After 75% of paper duration completed	Withdrawal	Nil	Nil	Did not complete result recorded