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# Unit of Study Amendment Form

**Coursework students only**

Please read the General Information section before completing this form to advise any changes to your scheduled units since your initial enrolment for the current academic year. Refer to the [Enrolment Policy](http://divinity.edu.au/documents/enrolment-policy/) for regulations about enrolment and study load. Complete this form if you have completed an application for admission or re-enrolment form for the current academic year and wish to amend your units.

## Student Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Family name |  | Student ID | |  |
| First given name |  | Other given name/s (middle) | |  |
| Unique Student Identifier (USI)[*Refer to the Australian Government USI website*](https://www.usi.gov.au/)  I permit my College and University of Divinity staff to verify and view my USI details | | | |  |
| College/School |  | | | |
| Course |  | | | |
| Current course fee payment arrangement choose from the list🢥 | | |  | |
| The date you submitted your admission or most recent re-enrolment form | | | /      (mm/yyyy) | |

## Citizenship Details

If you hold a student visa, any amendment to course or unit enrolment may affect the status of your student visa. You are required to seek prior approval from the Department of Home Affairs or its equivalent for certain course changes or before commencing a new course or changing courses. The University of Divinity will report any changes to the Department of Home Affairs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please mark one box. Visa holders must attach a copy of their current visa if it has changed.* | | | | | |
| **Domestic** | | | | | |
|  | Australian citizen | |  | NZ citizen | |
|  | Australian Permanent Visa holder  *(permitted to remain in Australia indefinitely)* | |  | Permanent humanitarian visa holder  *(permitted to remain in Australia indefinitely)* | |
| **Overseas** | | | | **Visa Name** | **Expiry Date** |
|  | | Hold current visa choose from the list🢥 | |  | /  / |

## Unit Amendments (Additions and or withdrawals)

*Complete this section in collaboration with your Course Advisor.*

*Unit selections can be changed later, before the relevant unit census date, using the Unit of Study Amendment Form.*

*The Delivery Id & mode of your unit can be checked in the* [*Unit Management System*](https://units.divinity.edu.au/scheduled/for/2024/all/all/all/all) *(UMS) by searching in Units scheduled for 2023*

*Each unit in the UMS will be allocated with one type of ‘mode’ related to how the unit is delivered; they are:*

1) Internal: *Always* physically attending a campus or specified location at a specified time.

Face to Face: Attending classes on campus, with a scheduled class time delivered in real-time.

2) External: *Never* physically attending a campus or specified location.

* Online: Considered to be asynchronous – all learning and participation are wholly online; students watch videos or work through the material in their own time (e.g., any learning activities are not delivered in real-time).
* Online – synchronous: Considered to be synchronous – all learning and participation are wholly online, but students are required to ‘attend’ lectures at a specified time as unit content is delivered in real-time.
* Distance Education: External study where teaching activities, submission of assessment and provision of materials may be offered online asynchronously but is more likely via printed material that students work through in their own time.

3) Multi-Modal: *Sometimes* physically attending a campus or specified location.

* Blended: A combination or mix of internal and/or external studies.
* Intensive: Unit content is delivered via a compacted study period.
* Supervised: A program of study undertaken by a student under the direction of a supervisor.
* Practicum: Assessment for the unit of study involves practical, field or work experience (e.g., CPE, STFE).

### Tables for unit additions and withdrawals follow.

### Part 1: Unit additions

*Complete this section for unit additions*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Semester 1/ Semester 2/ Intensive start date** | **Unit code** | **Unit name** | **College/**  **School**  **teaching the unit** | **Delivery Mode** | **Office Use Only** | |
| **Delivery Id** | **Oth** |
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### Part 2: Unit withdrawals

Complete this section if you wish to discontinue your enrolment in any units. If withdrawing from all units, use the [Enrolment Variation Form](https://divinity.edu.au/documents/enrolment-variation-form-deferral-leave-withdraw-from-course/).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Semester 1/ Semester 2/ Intensive start date** | **Unit code** | **Unit name** | **College/**  **School**  **teaching the unit** | **Delivery Mode** | **Office Use Only** | |
| **Delivery Id** | **Oth** |
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## Financial (Tuition Fee)

Refer to <https://divinity.edu.au/study/fees/> for full details of tuition fees and fees for other services.

### Payment method for unit additions. How will you pay your tuition fee?

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is your method of payment changing? | | | | | | | |  | | Yes |  | No |
| *If yes, student is required to also complete a* [*Change in Fee Payment Method Form*](https://divinity.edu.au/documents/change-in-fee-payment-method-form/)*.* | | | | | | | | | | | | |
|  | **Commonwealth Supported Places (CSPs)\***  *A Commonwealth-supported place (CSP) is a place at a university where the government pays part of your fees. This part is a subsidy, not a loan, and you don't have to pay it back.* | | | | | | | | | | | |
|  | **HECS-HELP\***  *You can only get a HECS-HELP loan if you are enrolled in a CSP. A HECS-HELP loan does not cover costs like accommodation, laptops or textbooks. A HECS-HELP loan is used to pay your '*[*Student contribution amount*](https://www.studyassist.gov.au/help-loans-commonwealth-supported-places-csps/student-contribution-amounts)*'. Approved students receive a Government email with a URL to apply online. Students must complete the online application* ***BEFORE*** *they start studying.* | | | | | | | | | | | |
|  | **FEE-HELP** | | | | | | | | | | | |
|  | I am already on FEE-HELP for this course | | | | | | | | | | |
|  | I wish to apply for FEE-HELP for this course | | | | | Approved students receive a Government email with a URL to apply online. Students must complete the online application **BEFORE** they start studying. | | | | | |
|  | **Upfront payment** | | | | | | | | | | | |
|  | **BPAY payment** *(Tuition fees only)* | | | | | | | | | | |
| *When units are entered into the University of Divinity database, your college/school will send you a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number.* ***You cannot pay BPAY by credit card.*** | | | | | | | | | | |
|  | **Credit card payment** | | | | | | | | | | |
| Credit Card payment options (VISA / Mastercard) are available via our online payment facility.  A ‘Statement of Fees’ will be sent by your college/school once this application is approved.  Please go to the link: <https://pay.divinity.edu.au/tuition-fee> and follow the prompts to make secure online credit card payments or contact the Finance Office on +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments. | | | | | | | | | | |
|  | A **third-party** is paying for my tuition fees. | | | | | | | | | | |
|  | I include with this application a sponsor statement, letter or other official confirmation from the third party accepting responsibility for payment of my fees. | | | | | | | | | |
| Name of third party/sponsor | | |  | | | | | | |
| Address of third party/sponsor | | |  | | | | | | |
| Contact name | | |  | | | | | | |
| Contact email | | |  | | | | | | |
|  | Cheque/money order enclosed | | | Amount | | | | $       (payable to: University of Divinity) | | | |
|  | **Mixed FEE-HELP and upfront** | | | *This option requires online application for FEE-HELP (for eligible students applying for FEE-HELP for the first time), relevant upfront payment details on this form, as well as completion of the University’s* *[Mixed Payment Form](https://divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement.* | | | | | | | | |
|  | **Mixed upfront** | | | *This option requires relevant upfront payment details on this form, as well as completion of the University’s* [*Mixed Payment Form*](https://divinity.edu.au/documents/mixed-payment-form/) *to provide specific details of the mixed funding arrangement.* | | | | | | | | |

\*Only available for Bachelor of Counselling

## Refund for Unit Withdrawals

If you are withdrawing from the unit(s), you may be eligible for a refund of the tuition fees. It depends on whether you are withdrawing before or after census dates, and if you have evidence of compassionate and compelling circumstances. For more information, please refer to [*Fees Policy*](https://divinity.edu.au/documents/fees-policy/)and [*Late Withdrawal Protocol*](https://divinity.edu.au/study/fees/late-withdrawal-protocol/)*.*

Please choose what best describes you. I wish to apply for refund/remission/recredit of the fee

HECS-HELP  FEE-HELP

UPFRONT FEE  Mixed Payment

If you are withdrawing after the census date(s), have you provided any evidence in support of your request?  Yes  No

For more information on refunds and financial transactions, please contact Finance Office on +61 3 9853 3177 or email at [jgu@divinity.edu.au](mailto:jgu@divinity.edu.au).

## Privacy information

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at [enquiries@divinity.edu.au](mailto:enquiries@divinity.edu.au).

## Student acknowledgement

|  |  |  |  |
| --- | --- | --- | --- |
| I have read the *General information* provided. All information given to support this change of enrolment is to the best of my knowledge correct and complete in every particular. | | | |
| Name/Signature |  | Date |  |
| Type name for electronic submission | dd/mmm/yyyy |

## General information

### Introduction

*Please read these instructions before completing this form. It is your responsibility to ensure that your enrolment details are correct prior to the relevant census date. Any change in units should be discussed with your Course Advisor. Be aware that any change in unit enrolment may mean changes to study load; full-time/part-time study status; eligibility for Centrelink payments, and FEE-HELP liability/tuition fees.*

#### Unit additions

*Check that added units meet course requirements and that you have completed any prerequisite units.*

*All tuition fees are to be paid prior to the commencement of the unit. Refer to* [*www.divinity.edu.au/study/fees/*](http://www.divinity.edu.au/study/fees/) *for full details of tuition fees and fees for other services. Please note that tuition fees will normally vary from year to year.*

##### COMMONWEALTH SUPPORTED PLACES (CSPs) and HECS-HELP

*A* [*Commonwealth supported place*](https://www.studyassist.gov.au/help-loans/commonwealth-supported-places-csps) *(CSP) is a place at a university where the government pays part of your fees. This part is a subsidy, not a loan, so you don't have to pay it back. An Australian citizen, who will complete* ***some of their course*** *of study while resident in Australia; or a New Zealand citizen; or an Australian permanent visa holder; or an eligible former permanent humanitarian visa holder; who studies the* ***entire course*** *while living in Australia may be able to access a CSP.*

*The University of Divinity may offer participation in the CSPs scheme for people from educationally disadvantaged groups (including students from low SES backgrounds; students from inner regional, outer regional, remote and very remote areas; students who are the first in their family to study at university; First Nations students; and students with a disability).*

*This subsidy does not cover the entire cost of your study. The remaining portion is called the* [*'student contribution amount'*](https://www.studyassist.gov.au/help-loans-commonwealth-supported-places-csps/student-contribution-amounts)*, the payment of which you are liable for. You can pay it using a* [*HECS-HELP Loan*](https://www.studyassist.gov.au/help-loans/hecs-help)*, upfront or both. A HECS‑HELP loan does not cover costs like accommodation, laptops or textbooks. A HECS-HELP loan is used to pay your student contribution amount.*

*Should you wish to apply for a CSP, the University of Divinity will assess your eligibility criteria and check your* [*Student Learning Entitlement*](https://www.studyassist.gov.au/help-loans-commonwealth-supported-places-csps/student-learning-entitlement) *Balance. You will need to have at least 3 EFTSL for the Bachelor of Counselling degree.*

##### FEE-HELP

Australian citizens, permanent humanitarian visa holders and other students eligible to participate in a FEE-HELP Loan Scheme, are able to defer the payment of fees, with repayment through the taxation system once your repayment income is above the compulsory repayment threshold. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP. This may take several days. See [www.studyassist.gov.au](http://www.studyassist.gov.au/). Students should be aware of the lifetime limit on HELP debt. Students are responsible for ensuring they do not exceed their limit. Australian citizens residing overseas are to complete part of their study in Australia to be eligible for FEE-HELP.

*Certified proof of Australian citizenship is required. Persons classified as ‘Permanent Residents’ are not Australian citizens and therefore not eligible for FEE-HELP. Citizens of other countries, including New Zealand, are not eligible for FEE-HELP.*

*A separate FEE-HELP application is required to be completed for each course/degree if the FEE-HELP scheme is to be used to settle your tuition fees. You need to do this once only to cover the duration of the course.*

##### Upfront fees

*If you are paying your tuition fees upfront, include credit card authorisation or attach a cheque or money order.*

*If a third party is paying your fees, include with this form a letter or official confirmation from the third-party accepting responsibility for payment of fees.*

*If you are using a mixed payment option, indicate which one, complete relevant upfront payment details on this form, then complete the* [*Mixed Payment Form*](https://divinity.edu.au/documents/mixed-payment-form/) *to provide specific details of the mixed funding arrangement.*

*Payment for all additional units in the current semester must be included.*

*A tax invoice will be subsequently sent to you for your records. For fees that are due for the remainder of the year, a tax invoice will be sent at the appropriate time. Please note that students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.*

#### Unit withdrawals

*Students who withdraw from their unit or course of study on or before the census date will, according to the method used to pay tuition fees, either be eligible for a full tuition fee refund, or not incur a FEE-HELP debt.*

*If your unit withdrawal is late due to special circumstances, attach a letter to the Course Advisor with supporting evidence.*

### Overseas students

*If you are studying in Australia on an Overseas Student Visa you must be enrolled full-time. If withdrawing from units refer to the* [*Fees Policy*](https://divinity.edu.au/documents/fees-policy/) *and* [*Deferring, Suspending or Cancelling Enrolment: Guide for Overseas Students*](http://divinity.edu.au/documents/guide-deferring-suspending-cancelling-enrolment/)*.*

### Discontinuation of unit enrolment (withdrawals)

*If an enrolment has been discontinued*

1. *Before the census date—the enrolled unit will be removed from the student record*
2. *After the census date—the enrolled unit will remain on the student record and the appropriate result will be given.*

### Enrolment verification

*Students are encouraged to check their enrolment details via* [*Paradigm*](https://uod.edu.net.au/php/student_summary.php)*.*

## Your checklist

Important checklist to avoid delays in processing your unit amendment request. Please ensure the following section is completed.

Note: Course and unit transfers cannot be processed using this form. Please see your Course Advisor.

|  |  |  |
| --- | --- | --- |
|  | For ***adding units***, Section C (part 1) and Section I are completed | |
|  | Each unit I wish to add is available in the study period for which I am seeking to amend my enrolment |
|  | I have completed **payment details** in the **Tuition fees** section |
|  | For ***withdrawing from units***, Section C (part 2) is completed | |
|  | Submission date prior the o census date |
|  | Submission date after census date (I am aware there will be fees) |
|  | I have read and signed the declaration | |

## College/School checking and approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Advisor to complete**  ***Unit additions:*** I have checked this student’s proposed program of study, and confirm that  the course progression is valid—units can be counted towards the student’s course  unit codes and unit names listed on the form are correct  all units are running in the time periods indicated  Clinical Pastoral Education (CPE) units. If CPE enrolment, Home College/School has liaised with [CPE Coordinator](https://divinity.edu.au/study/clinical-pastoral-education/) at University of Divinity to ensure dates of unit selected align with placement dates, and the acceptance letter accompanies this application..  the student has the correct prerequisites for each proposed unit  fee payment method is clearly indicated & additional fee-related forms are attached *(if applicable)*  confirmation from 3rd party/sponsor accepting responsibility for payment of fees is attached (if applicable)  ***Unit withdrawals:*** I have checked this student’s proposed study program, and confirm that  Overseas student studying in Australia on a student visa  Study load remains full-time after the unit amendment  Student load reduced as part of intervention strategy under Student Progress Policy | | | | | |
| *Name* |  | *Signature* |  | *Date* | /    / |
| **College/School Office Administration**  Approved  Documentation received *(if required)*  Student contacted *(if required)*  Staff advised  Refund / remission / re-credit applies. If the student is withdrawing unit(s) after census date, the student is liable for tuition fees unless there is evidence of compassionate grounds.  End dates changed  Entered in Paradigm  A ‘Statement of Fees’ has been provided to the student Date:    /    /  *If FEE-HELP/HECS-HELP student:*  ‘FETCH eCAF’ status to check if the fields ‘ECAF Student Status’ is ‘Student Submitted’ and ‘Marked as Processed’ is ‘Yes’. *IF not, then the following action is required:*  ‘REQUEST eCAF’ in Paradigm to re-issue an eCAF invitation (e.g. this may occur for students returning from leave, deferral, etc where the initial invitation was not submitted). eCAF requested Date:    /    / | | | | | |
| *Name* |  | *Signature* |  | *Date* | /    / |
| *Office use only: For notes if needed:* | | | | | |