



Late Application to Add a Subject

Instructions for Students Complete Sections 1, 2 and 3.

Use this form to request late enrolment in a subject after the census date of the session.

Please note: If you submit this form **after the census date** and the late addition of a subject is approved, you must, under the requirements of the Higher Education Support Act 2003 (HESA) legislation, **pay the subject fee(s) for the late addition(s) upfront and in full**. Under the HESA legislation, payment of fees for subjects added after census date cannot be deferred through HECS-HELP or FEE-HELP.

You can check and amend your enrolment through [Online Administration](#) up to the census date of session. This form should only be used when you cannot amend your enrolment online.

You can use [Online Administration](#) to withdraw from a subject(s) or cancel your enrolment up to the census date for that session. After the census date if you want to withdraw from a subject(s) or cancel your enrolment entirely, you will need to use the [Request for Special Consideration form](#).

➤ Adding a subject to your enrolment after census date incurs a [late enrolment fee](#). Student Administration will request that the appropriate charge be added to your CSU account. When applied you will see this charge appear in Amounts Owing to the University here: <https://payments.shop.csu.edu.au/>

➤ **This form can be completed online and saved. Attach the form and supporting documents to an email and submit to enrolment@csu.edu.au**

➤ **Make sure you add your CSU Student Number to the subject line of your email**

1. Your Details

Email: _____ Student Number: _____

Family Name: _____ Given Name(s): _____

Course Code: _____ Course Name: _____

2. Additional Subject Details

➤ **Adding a subject to your enrolment after census date incurs a [late enrolment fee](#).** The fee will be charged to your CSU account when your request has been resolved.

Have you consulted with the Subject Coordinator prior to submitting this form? **Yes** **No**

Please add this subject to my enrolment.

Session	Subject Code	Subject Name	Campus	Study Mode

Reason(s) for your request:

3. Declaration and Submission

In submitting this form I declare the information in this application and any documentation supporting it, will be correct and complete. I understand that the details provided are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Date: _____ Email completed form to: enrolment@csu.edu.au

4. Decision

(New) Subject Co-ordinator Recommendation to Head of Teaching School:

Enrolment supported Enrolment NOT supported

Comments:

Name: _____ Signature: _____

Head of Teaching School or Delegate Decision on student request:

Enrolment approved Enrolment declined

Name: _____ Signature: _____