# SUBJECT CHANGE FORM  
**(FOR POSTGRADUATE COURSEWORK STUDENTS)**

**IMPORTANT DEADLINES:** Please see overleaf.

**Student Details**  
(please print clearly)

| Student Number: | Email Address:  
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<tbody>
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<tr>
<td>@pgrad.unimelb.edu.au</td>
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</tbody>
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Surname:  
Given Name(s):  
What Postgraduate Course are you enrolled in?  

**Subjects to ADD**

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Subject Name</th>
<th>Location*</th>
<th>Semester</th>
<th>Year of Enrolment</th>
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*If the subject you have chosen is offered by distance and classroom please indicate your preference

**Subjects to DELETE**

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Subject Name</th>
<th>Semester</th>
<th>Year of Enrolment</th>
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**Research Project / Minor Thesis Coordinator Approval**

If you are adding a Research Project or Minor Thesis you are required to consult with the relevant coordinator and obtain their signature of approval here prior to submitting the form to the Academic Programs Office:

Name of Coordinator:  
Signature:  
Date:  

**Course Coordinator Approval**

Name of Coordinator:  
Signature:  
Date:  

**Student Declaration and Signature**

I UNDERSTAND the implications of withdrawing from subjects in relation to University deadlines concerning the payment of Commonwealth Support, fees and FEE-HELP, and UNDERSTAND the dates after which "WITHDRAWN" or "FAIL" will appear on my academic transcript.

Signature:  
Date:  

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**Academic Programs Office Use Only**

Entered on MERLIN:  
Enrolment Record Issued:  
Administrative Officer:  

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IMPORTANT DATES

Standard Semester 1 and 2 Subjects
- Changes to enrolment can be made without penalty up until the Census date for the subject.
- After the census date, withdrawing from subjects will result in a “WD” being recorded, and you WILL also be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is by the end of week 9 of semester. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject and will be liable for the tuition costs of the subject.

Summer/Winter/Intensive Subjects of Six Weeks or more:
- Changes to enrolment can be made without penalty up until the Census date for the subject.
- After the census date for the subject, withdrawing from the subject will result in a WD being recorded and you WILL be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is by the end of the second last week of teaching. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject and will be liable for the tuition costs of the subject.

Intensively Taught Subjects more than 1 week and less than 6 weeks:
- After the first day of teaching, a WD (withdrawn) will be recorded on your enrolment record. You will not be liable for tuition costs for this subject.
- After the census date for the subject, withdrawing from the subject will result in a “Grade” being recorded and you will be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is before the end of the second last week of teaching. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject and will be liable for the tuition costs of the subject.

Intensively Taught Subjects of 1 week or less:
- On the first day of teaching, a WD (withdrawn) will be recorded on your enrolment record. You will not be liable for tuition costs for this subject.
- After the census date for the subject, withdrawing from the subject will result in a “Grade” being recorded and you will be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is after the first day of teaching. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject

* You can view the census date for each subject on your Enrolment Record or on the Subject Fee Calculator website (http://fee-acs.unimelb.edu.au/index.aspx)

The University's Privacy Policy can be viewed at:
This website provides detailed information about the contact details, complaints procedures and other aspects of the University’s privacy regime.

Please return your completed form to:
Academic Programs Office
School of Population Health
Level 4, 207 Bouverie Street
The University of Melbourne
Victoria 3010
Or Fax to: (03) 8344 0824