

ENROLMENT PERMISSION FORM

(exceeds maximum courses per semester)



IMPORTANT INFORMATION

Use this form when you wish to enrol into a fifth course for a semester. If approved, you will be advised via your student email account and you will be able to enrol in the fifth course through USC Central. **This form can be submitted once course enrolments open.**

Consideration must first be given to the following before completing this form:

- Exceeding a 48-unit load in a study period creates a significant workload increase which in turn may impact on your overall Grade Point Average (GPA);
- It is your responsibility to ensure you meet all your assessment item deadlines as the additional load will not be grounds for special consideration;
- Should you find the workload too significant, it is recommended that you reduce your enrolment prior to the relevant dates outlined in the [Academic Calendar](#) to avoid incurring a financial or academic penalty.

STUDENT DETAILS

| | |
|---------------------------------|---|
| Student ID Number: ____ _ | |
| Family name: | Given name: |
| Contact telephone number: | Student Email: _____@student.usc.edu.au |
| Semester / Trimester / Session: | Year: |
| Program (eg Bachelor of Arts): | |

ENROLMENT DETAILS

Please provide details of all enrolments including the course you wish to enrol in.

| Course code (Subjects 1-4) | Course title |
|----------------------------|--------------|
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Where conditional approval is granted, the below fifth subject will be re-assessed on release of grades to determine final approval. In the event this final approval is not approved, the below fifth subject will be dropped from your enrolment.

| Coursecode(Subject 5) | Course title |
|-----------------------|--------------|
| | |

STUDENT DECLARATION

I understand the University's Academic Rules and the rules and structure for my degree program. I have checked that the course indicated on this form is permissible in my current degree program and understand the considerations noted at the top of this form.

| | |
|--------------------|-------|
| Student signature: | Date: |
|--------------------|-------|

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PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's [Information Management Framework - Governing Policy](#) at www.usc.edu.au/privacy.

ENQUIRIES

In person: Student Central at any USC Campus
Phone: +61 7 5430 2890

Email: Studentcentral@usc.edu.au

LODGEMENT

Email: Studentcentral@usc.edu.au

In person: Student Central at any USC Campus

Mail: Student Services and Engagement – ML23
University of the Sunshine
Coast Maroochydore DC QLD
4558

STUDENT CENTRAL USE ONLY

Approved by: _____

Signature: _____ Date: _____