



Form checked, scanned, MAZE code (AWU1) entered by:
 STAFF MEMBER NAME: _____ Date: _____

Request received: By student in person
 By email

ADD/WITHDRAW UNITS IN CURRENT STUDIES REQUEST

STUDENT TO FILL OUT "PART A" TO "PART D"

DEADLINE : Submit no later than Monday (end of business day – 4.30pm)

OUTCOME/REPLY : will be emailed Friday of the same week (end of business day – 4.30pm)

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Current course of study:	<input type="checkbox"/> Diploma / Advanced Diploma / UF/PFD <input type="checkbox"/> ECU Course (Complete ECU Form)		Semester:
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parents/Guardian' signature)		

PART B – ADD/WITHDRAW UNIT REQUEST

Last day of study of unit I want to withdraw from: _____ (day/month/year)

First day of study of unit I want to add: _____ (day/month/year)

Withdraw	Add	Unit Code	Day	Lecturer	Lecturer's approval
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Withdrawal Grades – Diploma Students I have read and I understand this table

WITHDRAW PERIOD	ENROLMENT RECORDED	GRADE ON TRANSCRIPT	FINANCIAL PENALTY
Before end of Week 4	No	No subject or grade shown	No penalty. 100% unit fee credited to following trimester (unless this is your first trimester, penalty = ...)
After end of Week 4 to end of Week 10	Yes	W (Withdrawn)	No refund
After end of Week 10	Yes	N (Fail)	No refund

PART C – REASON FOR ADD/WITHDRAW UNITS DETAILS (Must include supporting documentation)

Medical (attach documents, example: Medical Certificate)

Family (attach documents, example: Letter from family; Medical report; Death certificate; Financial evidence; etc)

Other

I have attached other documents providing evidence of my situation

<input type="checkbox"/> Manager Marketing -Approved	Name/Signature	Date:
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Senior Manager Finance- Approved *Name/Signature* _____ *Date:* _____

PART D – STUDENT DECLARATION

I understand that:

- I must stay in my current class and wait for email confirmation of my units add/withdrawal request**
- Adding/Withdrawing units can affect the duration of my course and I have discussed this with an ACBT representative.
- Academic Penalties may apply dependent on the date of lodgement of this Request (see table page 1).
- Any applicable refund will be dependent upon the date of lodgement of this Request (refer to <http://www.acbt.net/policies>)
- I will need to pay the required amount for any Added unit/s
- I have read and understood the conditions of Adding and Removing units provided in the attached Checklist.
- I have read and understood the following Policies (<http://www.acbt.net/policies>)
 - **Enrolment Policy** (Adding and changing units; Withdrawing from a Unit)
 - **Refund Policy**
- The **outcome** of Add/Withdraw Unit Applications will be announced by close of business **on Friday of the same week** (NOTE – if this application goes to the ACBT Panel meetings, these are held on Tuesdays – outcome provided by the following Tuesday).
- If applicable, it is my responsibility to advise the Sri Lankan Department of Immigration** and check how long I can stay in Sri Lanka after my last day of study.

I have selected the following payment option

- 75% Balance Fee Up front (On or before 20.11.2017)**
- 75% Balance Fee in 2 instalments (20.11.2017 and the Final Date of payment 11.12.2017)**
- 75% Balance Fee in 3 instalments (20.11.2017, 11.12.2017 & Final Date of payment 08.01.2018)**

I have read and understood the payment plan available in the portal for semester 3, 2017

I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.

Date:/...../..... Student signature:.....

OFFICE USE ONLY

ACBT REPRESENTATIVE DECLARATION

I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

Student Services Manager's signature: _____ **Date:** _____

PANEL – APPROVED **REJECTED**

Position	Name	Signed	Date
Deputy Principal			

Message to student (outcome of application):

✂.....

Student Name: Program:

Student ID :.....



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Selected 1) 2) 3) 4)

Signature of Student Services Manager : Date :/...../.....

ADD/WITHDRAW UNITS IN CURRENT STUDIES - CHECKLIST

1. Who can apply for an Add/Withdraw Unit Request?

- You must have discussed your Request with an Marketing Counsellor/Course Coordinator
- If you are under 18, you need to book an appointment to see the Course Coordinators to seek support.

2. What do you need to prepare?

- **Evidence and Supporting Documents for your ADD/WITHDRAW UNIT Request (Evidence will be compared to what is stated in this Request to ensure you have filled it correctly). EXAMPLE:**
 - Medical Certificate
 - Letter from family (if under 18 years of age)
 - Approval from Manager Marketing/ Senior Manager Finance

3. What you need to do?

- Complete and sign the ADD/WITHDRAW UNIT REQUEST form.
- Demonstrate the reason as to why you request the change and provide any supporting documentation
- Discuss and confirm with ACBT Staff, if "ADD/WITHDRAW UNIT REQUEST" will affect your next study intake (refer to current ACBT Academic Calendar), and what other options (if any) are available.

4. Conditions

- ***Friday – Week 4 is absolutely the last day to submit ADD/WITHDRAW UNIT Request form to be applied to the current teaching period.**
- Please refer to applicable Withdrawal Grades on the ADD/WITHDRAW UNIT REQUEST form.
- All **Student Sections** need to be completed and signed by yourself.
- **You must keep going to class, till you receive an email about outcome of your application**
- **Ensure you understand consequences to current grades and dates for progressing into the next course of study**

5. How long will it take?

- Outcome of application will be emailed to you on **Friday of the same week (end of business day – 4.30pm)**
- If **approved**, you will receive an email of outcome.
 - You will need to keep attending classes, until you hear from ACBT about the application decision.
 - **Once your Application is successfully finalised**, you will be informed by email.
 - Finance Team will contact you in regards to a Refund (if applicable).
- If **unsuccessful**, you will be informed of the outcome by email explaining the reason for the rejection.
- Instructions for the Complaints and Appeal process, will also be provided with the rejection

Further Information is available at:

- ACBT Complaints and Appeals Policy - <http://www.acbt.net/policies>
- ACBT Enrolment Policy - <http://www.acbt.net/policies>
- ACBT Refunds Policy - <http://www.acbt.net/policies>

Contact us

- ACBT Student Services email: Neranjala.Wickramaratne@acbt.lk or call +94112565511 ext 132