

This form is for Federation University 'continuing' higher education students, who have not re-enrolled within the timely re-enrolment period and wish to complete a late enrolment. This form should not be used by offshore or partner provider students.

Students who do not re-enrol within the timely re-enrolment period will have a service indicator (NSI) applied to their MySC account, restricting enrolment. They may also incur a late enrolment charge. Where valid and extenuating circumstances are outlined and evidenced with this application, the late charge may be waived.

- If waived, the NSI will be removed from the MySC account, enabling online enrolment.
- If upheld, the late charge will be applied to your MySC account and the NSI will be removed, enabling online enrolment.

The application outcome will be emailed to your Federation student email account, within 10 working days of form submission.

Privacy Statement: The information on this form is collected for the primary purpose of facilitating a late enrolment. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.

Use **BLOCK LETTERS** and tick boxes.

Form Submission

Online: Log an enquiry, attaching this form, via the Federation Request & Enquiry Dashboard (FRED): fred.federation.edu.au

In person: Student HQ at your home campus

Personal Details

Federation Student ID Number:	<input type="text"/>	Date of birth:	<input type="text"/>
Surname/Family name:	<input type="text"/>	Given names:	<input type="text"/>
Mobile phone number:	<input type="text"/>	Campus:	<input type="text"/>
Program code:	<input type="text"/>	Program name:	<input type="text"/>

Reason for late enrolment

State the reason/s you were unable to re-enrol within the set timelines, and attach supporting evidence, such as medical certificates, legal documents/police reports, CFA obligation, jury service, military service etc. Refer federation.edu.au/reenrol for further information.

Student declaration

I have read and understood the guidelines and advice on this form.

I certify that all information, including any provided supporting documentation and certificates are correct.

Student Signature: Date:

Office Use Only

Student HQ



Late charge waived		Date / /		Late charge applied		Date / /	
NSI Removed		Student emailed outcome		MySC Updated		Student emailed outcome	
Name:	<input type="text"/>	Signature:	<input type="text"/>	Name:	<input type="text"/>	Signature:	<input type="text"/>
School approval (Where applicable): <input type="text"/>				School approval (Where applicable): <input type="text"/>			