

Undergraduate Enrolment Variation: Course Clash

Student Administrative Services (SAS)

How to Complete this Form

- Students are prohibited from enrolling in courses that have a timetable clash. Use this form to gain permission due to exceptional circumstances to enrol in courses that clash. Please refer to the [Student Hub](#) for other enrolment issues.
- Requests for course clash using this form must be authorised by the relevant Course Convenors. Defence students (DCUS not included) must also seek authorisation from their Divisional Officer. **It is a student's responsibility to gain all approvals before submission to SAS; forms without the required approvals or that are incomplete will not be accepted or processed.**
- Submit completed forms to SAS.CBR@unsw.edu.au or in person at the Student Administrative Services (SAS) counter, [Building 111](#).

Deadlines and Penalties

- Please refer to the [UNSW Canberra Key Dates](#) for important enrolment and financial/academic penalty deadlines.
- **The enrolment deadline is Sunday of Week 1 of semester. A Late Enrolment Fee of \$250 will be incurred for any approved enrolments submitted after this date.** SAS will advise the payment process upon form submission and review.
- **Enrolment Variations will not be accepted after Sunday of Week 2 of semester.**

SECTION 1 – Student Details

Student ID: z	Surname:	Other Names:
Program Code:	Program Name:	Majors:

Degree Plan - On track, Behind due to Failure or Ahead due to Credit:

Student Type: ☐ Defence Student Military Year: ☐ DCUS ☐ Non-Defence

SECTION 2 – Clash Background

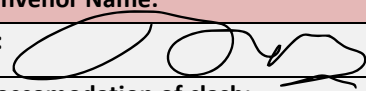
Semester & Year

Reason for clash:

☐ I have additional course clashes that I am also seeking approval for.

SECTION 3 – Clash Details and Course Convenor Approval

Day/s & Time/s of Clash:

<p>Course Code/Name:</p> <p>Class:</p> <p>Enrolment : Course Enrolled Class Registered</p> <p>Course Convenor Name:</p> <p>Signature:  Date: 14/2/25</p> <p>Notes on accommodation of clash: Read notes, attempt problems in textbook, watch lecture recording</p>	<p>Course Code/Name:</p> <p>Class:</p> <p>Enrolment: Course Enrolled Class Registered</p> <p>Course Convenor Name:</p> <p>Signature: Date:</p> <p>Notes on accommodation of clash:</p>
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SECTION 4 – Divisional Officer Approval (Defence students only – DCUS not included)

I support this request and am satisfied the convenors can provide the support required.

Name:	Signature:	Date:
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SECTION 5 – Student Declaration

- ☐ I have read and understood the guidelines and advice on this form and certify that the information supplied by me is true and correct.
- ☐ I have gained all required approvals and will submit all approvals and documents to Student Administrative Services for processing.
- ☐ I have read and understood the enrolment and financial/academic penalty deadlines as specified on this document and on the UNSW Canberra Key Dates website: student.unsw.edu.au/calendar-canberra.

Student Signature: 	Date:
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