Late Enrolment Changes

Each teaching period has specific deadlines for adding or dropping courses in your program. Add and drop deadlines are different. This page tells you what those deadlines are, and the procedures for adding or dropping after each deadline. It also advises you of any academic or financial penalties that may apply. You are responsible for managing your enrolment - please consider the implications of each deadline.

International students please note:
International Student visa holders must complete the course they are enrolled in within the duration specified in their Confirmation of Enrolment (CoE). The Confirmation of Enrolment (CoE) duration requires students to enrol in a full course load (24 units of credit) each compulsory study period. For further information view https://student.unsw.edu.au/visa.

Add deadlines

Two deadlines apply to adding courses:

Enrolment deadline

The enrolment deadline is the last day to add a course online using myUNSW. If you don't add your courses by this deadline, you will be charged a late enrolment fee of $250. See enrolment dates for your enrolment deadline.

Adding a course after enrolment has closed is not normally permitted. To seek enrolment in a course after the enrolment deadline, you must complete the Course Enrolment Variation Form, and this must be approved by your Course and/or Program Authority.

Census date

See the census and payment dates pages for your census date.

To add courses after census date

You are required to finalise your enrolment by the relevant census date. Changes to your enrolment after census date are only approved in exceptional circumstances.

To seek enrolment in a course after the enrolment deadline, you must complete the Course Enrolment Variation Form, and this must be approved by your Course and/or Program Authority.

NOTE:

• If you are a Commonwealth Supported Place (CSP) Student and are given permission to add a course(s) after the census date, you will be charged the full tuition fee amount for that course and will not be eligible for the Student Contribution tuition rate for the late added course(s).
If you are a FEE-HELP student and are given permission to add a course(s) after the census date, you will not be eligible to defer their liability under the FEE-HELP scheme and will be required to pay the full tuition fee amount upfront for the late added course(s).

Course Withdrawal (Drop) deadlines

You can drop courses via myUNSW up until the end of the teaching period, but there are implications for your enrolment status, academic record and/or fee or contribution liability, depending on when you drop.

Deadlines for dropping courses are as follows:

Census Date (Deadline to drop a course without financial liability and without academic penalty)

The census date for a teaching period is the last day to drop a course without having to pay the tuition fee or HECS/FEE-HELP contribution. If you drop a course on or before the relevant census date:

- You will not be financially liable for the course.
- The course will not appear on your transcript.
- The course will not be included in the calculation of your Weighted Average Mark (WAM).
- The course will not be included in the calculation of your academic standing or academic progression.

You can drop courses via myUNSW.

Deadline to drop a course with financial liability but without academic penalty

For the main teaching periods this date is usually two or three weeks after the relevant census date. For some teaching periods it is the same date as the relevant census date. See enrolment dates for the drop deadlines that apply to your courses. You can find teaching period dates on the Academic Calendar.

If you drop a course on or before this deadline:

- You will be financially liable for the course.
- The course will not appear on your transcript.
- The course will not be included in the calculation of your WAM.
- The course will not be included in the calculation of your academic standing or academic progression.

You can drop courses via myUNSW.

Late Drop (Deadline to drop a course with financial liability and with academic penalty)

After the deadline to drop a course without academic penalty and before the last day of the teaching period

If you drop a course within this period:

- You will be financially liable for this course.
- The course will appear on your academic transcript with a grade of AW (academic withdrawal).
- The course will not be included in the calculation of your WAM.
- The course will be included in the calculation of your academic standing and academic progression, as units of credit attempted but not passed.

You can drop courses via myUNSW.

Please be aware that UAC and tertiary institutions will count all units of credit with an AW grade as fails when determining your GPA.
After the last day of the teaching period

You are not able to drop a course via myUNSW after the last day of the teaching period. You will be assigned the final mark and grade awarded to you by your Course Authority.

Special Circumstances

In defined special circumstances you can apply for Fee Remission.

You must complete an application form to apply to drop courses under special circumstances.