

LATE ENROLMENT UNIT ENROLMENT

Updated December 2016

This form is to be used for unit enrolments in exceptional circumstances after the closure of the official online unit enrolment period in any given trimester. Students are reminded that unit enrolment is at the discretion of the unit coordinator and lecturer for that unit. Please refer to BBI's [Unit Enrolment Policy](#).

Title _____ First Name _____ Surname _____
Student Number _____ Course _____

Unit enrolment information:

I wish to enrol into the following unit/s with BBI - _____

Trimester: Trimester 1 2017 Trimester 2 2017 Trimester 3 2017

Reason for late enrolment _____

I understand that acceptance into a unit with BBI is at the discretion of BBI's Student Services Manager and Unit Coordinator and dependent upon (but is not limited to) completion of the appropriate prerequisites and receipt of all other documentation requested by BBI.

I understand that I am requesting entrance to a unit already in progress and that it is my responsibility to ensure that I catch up with any missed work as soon as possible.

I understand that late enrolment is not considered to be a valid reason for request of extension and that any extension request I submit on these grounds may be denied.

Signature _____ Date _____

OFFICE USE ONLY

Date Received:		Approved	Yes / No Reason:
Academic Dean Name		Signature	