Update Fee Liability

DATE		STUDENT NUMBER	
SURNAME		GIVEN NAME	
COURSE CODE		COURSE TITLE	

UNITS WITHDRAWN			
UNIT CODE	UNIT NAME	TEACHING PERIOD	BACKDATED TO (financial census date for the teaching period)

UNITS ADDED

Where upfront payment is elected or required ensure that payment is made **prior** to enrolling the student in the unit.

Enrolment to be backdated to the financial census date for the teaching period.

Student's Course Fee Status	Fee Requirements
201	Must defer through to taxation
202	Student can opt to pay upfront or defer. Note: if student opts to pay upfront, and the added unit(s) results in an increase in SSAF, that amount is also required to be paid. Valid Tax File Number required for deferral which will automatically be processed by the Student Fees Office.
203	Must pay upfront
230	Must defer through taxation
301	Must pay upfront
302	Must pay upfront
310	Must pay upfront

UNIT CODE	UNIT NAME	TEACHING PERIOD	BACKDATED TO (financial census date for the teaching period)	COURSE FEE STATUS	RECEIPT NUMBER (if applicable)	202 ONLY - TFN Recorded in Callista (Y/N)

If potential graduate, advise Student Records of enrolment via RN: RN# _____

REASON FOR CHANGE	