

ADD/WITHDRAW UNITS IN CURRENT STUDY PERIOD

Use this Form for	Keeping your enrolment at ACBT and wanting to add and/or withdraw units in the current study period	
Do not use this Form	Withdrawing from all studies at ACBT and not returning for future studies at ACBT	Please complete the "Course Withdrawal" Form
	Withdrawing from current ACBT studies and returning at a later date	Please consider the "Course Deferral" Forms
	Changing course/stream	Please complete the "Course Change" Form

Student Details			
Student ID:		Date of Birth:	
Given Name(s):		Email:	
Family Name:		Contact No:	
I am under 18 years of age:	Yes/No	If yes, please attach written evidence of your parent/guardian approving this request	
Semester:		Name of the Counselor :	

MY REQUEST FOR ADDING/WITHDRAWING UNITS



Please ✓ Program: Pre-Foundation Foundation Diploma Advanced Diploma (.....)

Please ✓ Payment plan: Full 50% Balance Fee Up front 50% Balance Fee in 2 instalments 50% Balance Fee in 3 instalments

I understand final approval is needed by the Dean/Principal/GM and the deadline to add units is Saturday week 02 and withdraw units is Saturday of Week 04. If my withdrawal is successful, my withdrawal will be processed as per this table

Unit Code/Name of unit to Add	Unit Code/Name of unit to Withdraw	Lecturer	Time tabled day/time	Start date / Dropping date	Approval by Course Coordinator/APC
					<input type="checkbox"/> Approved
					<input type="checkbox"/> Approved
					<input type="checkbox"/> Approved
					<input type="checkbox"/> Approved

Diploma	Enrolment Recorded	Grade on Transcript	Financial Implication
Before end of Week 4	No	No	No Penalty
Week 5 to end of Week 10	Yes	W= Withdrawn	No Refund
From Monday of week 11	Yes	N = Fail	No Refund

MY REASON		MY EVIDENCE and ATTACHMENTS
<input type="checkbox"/> I had a meeting with an ACBT representative, supporting my request		Name of ACBT representative: Signature of ACBT representative: Date of approval/meeting:
<input type="checkbox"/> Other		<input type="checkbox"/> I attach my personal statement indicating the reasons for my request <input type="checkbox"/> I attach evidence supporting my request

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RESPONSIBILITIES OF THE STUDENT	
By ticking these boxes I declare that I understand my responsibilities.	
<input type="checkbox"/>	I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application
<input type="checkbox"/>	If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing.
<input type="checkbox"/>	Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.
<input type="checkbox"/>	Academic penalties may apply dependent on the date of successfully submitting this request.
<input type="checkbox"/>	have read the following policies (https://www.acbt.net/policies): <ul style="list-style-type: none"> • Enrolment Policy • Refunds Policy

YOUR RIGHTS
I am entitled to a reply/outcome within 10 working days from the date of submitting a complete application.
If my application is unsuccessful, I am entitled to submit an Appeal Request (Stage 2), within 20 working days from receiving my rejection notification.

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	
	Date:	

ACBT OFFICE USE ONLY			
Recommendation by the Student Services Manager :			
Student Services Managers signature:		Date:	
Approved by Dean/ Principal Signature:		Date:	

ACBT Contact Details

Programme	Contact Officer	Email Address
Compliance & Student Records Pre Foundation	Ms. Nirodha Nirmani	Nirodha.Nirmani@acbt.lk
HND Business Foundation programmes	Ms. Anoma Edirimanna	Anoma.Edirimanna@acbt.lk
HND Computing Diploma Computer Science Advance Diploma Computer Science	Ms. Tharaka Rajapaksha	Tharaka.Rajapaksha@acbt.lk
Advanced Diploma of Nursing	Ms. Anuruddhika Jayarathna Ms. Pubudika Rasangi	Anuruddhika.Jayarathna@acbt.lk Pubudika.Rasangi@acbt.lk
Diploma Business Management Advance Diploma Business Management	Ms. Sudeshika Mendis	Sudeshika.Mendis@acbt.lk