

Fifth Paper Application

For various reasons a student may want to take five courses simultaneously in the same semester. To ensure student success the request will require approval from the Academic Programme Manager of the student's programme.

A completed and approved Fifth Paper Application form is required within the Change Enrolment Request. It is important to note that a change request cannot proceed without a completed and approved form that is attached. Where a form has not been attached a student will be given 24 hours' notice to upload this to the change request otherwise the job will be cancelled.

A completed and approved form supports the enrolment into the course however will still require line approval from the APM and any relevant notes that supports this approval.

Clear notes by the APM will need to be provided in the change request that supports either the approval or decline of the course. The student will be notified via email upon a change request being declined.