

# INFORMATION SHEET

BE WHAT YOU WANT TO BE

[cqu.edu.au](http://cqu.edu.au)

## Important dates explained

Understanding the important dates each term can mean the difference between a pass and a fail grade. It's crucial that all students are familiar with each important date throughout the term and understand exactly what each date means:

### Last day to add

Last day to add is the deadline for adding units for the current term. If you do not enrol in a unit by this date, you will be unable to add the unit for that specific term. This is also the last date to swap units. After this date you cannot swap from one unit to another for that specific term.

### Census date

**Census date is the most important date of the term.** This is the date in each term when the University counts enrolments for reporting to the Australian Government.

For students, Census date is the last day to:

- Withdraw from one or more units without financial and academic penalties;
- Submit Commonwealth Assistance Forms (HECS-HELP, FEE-HELP, SA-HELP);
- Cancel your course without financial liability and academic penalty;
- Apply for a leave of absence;
- Change your citizenship status;
- Provide your Tax File Number on a Commonwealth Assistance Form (eligible students only); and
- Make an upfront Student Contribution (HECS) payment.

**Census date is also the due date** for Tuition Fees, Student Contributions and the Student Services and Amenities fee for those students who are not eligible to defer their debt.

### Deferred and Supplementary Examinations

If you have been granted a Deferred examination (DE) or a Supplementary examination (SE) for the previous term, this is when you will sit your exam. Please ensure that you check MyCentre for your personal exam schedule.

### Standard Examinations

Standard examinations are one to two weeks, when exams for the term are held. Please ensure that you check MyCentre for your personal exam schedule.

### Certification of Grades

Certification of Grades is the date each term when grades become official and are released to students in MyCentre.

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