

Business Connect Turnaround Times

These are average times for common requests processed within the College of Business and Law only.

Many requests need to be sent to other areas of the University and this requires additional processing time.

*** Please note these times may be exceeded during peak times or in exceptional circumstances ***

Enquiry/Request Type	Turnaround Time (working days)
Application to enrol after last day to add	3*
Work and job placements (WIL)	3
Confirm if I am eligible to graduate	3
Academic advice	5
Change of Program	5
Leave of absence	5
Enrolment cancellation	5
Enrolment variation	5
Application for late enrolment	5*
Non-Standard enrolment	5
Confirmation of Enrolment (CoE) Request Form (<i>onshore International students</i>)	5*
Credit Transfer (including Recognition of Prior Learning - RPL)	10
Prerequisite waiver	10
Submit a study plan	10
Recommendation to Reduce Enrolment Load (<i>onshore International students</i>)	10
Mobility Letter (outbound exchange enrolment advice)	10
Cross campus studies study plan (Melbourne to Vietnam)	10

* We understand that these requests have tight deadlines and always endeavour to have them processed as quickly as possible – particularly as the relevant deadlines or cutoffs are approaching.