

Enrolment / Change of Enrolment Form

Use this form to enrol into, or withdraw from, units for a study period

If you are taking a break from studies please submit a Leave of Absence form to your Student Services Office. If you are the holder of a student visa you are required to discuss your circumstances with an International Student Visa Officer and complete the Leave of Absence for International Onshore Students form.

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Curtin ID							Family Name						
Title (Mr/Mrs/Ms/Miss)			s)				Given Name/s						
Birth Date				D D M M Y Y Y Y Phone Number									
Course De	tails												
Course Name										Course Code			
Major Name										Major Code			
Stream Name										Stream Code			
Course Wit	hdraw	al											
I wish to c	omplet	ely	withd	lraw i	from r	ny course at the	end of Study Pe	riod:			, yeaı	r	
							C	or on 📮	D M I	Y Y Y	(date of	withdrawal).	
		ing,	indi	cate	which	course you nee	ed to be withdra	wn from	າ:				
Course Title Course Code													
Amendme	ents t	o M	ajor/	Stre	am (o	nly complete th	nis section if y	ou are d	hangin	g Major or S	Stream)		
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Unit Enroln	nent a	nd	With	drav	val								
Enrol (E)								Study		Attendance	Core (C)	Signature of	
Withdraw (W)				Unit Title				Period Sem 1	Campus	Internal (I) Online (O)	Elective (E) Option (O)	Unit Coordinator**	
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**Course/U	nit Cod	ordir	nator	Ove	rload	or Requisite Wa	aiver Approval a	nd Com	ments):				
Internatio	nal St	tud	ents	on a	Stud	lent Visa:							
conditions of you	ur visa. If	you	have e	extenu	ating ci	etralia on a student vis rcumstances and war reduce your study load	nt to reduce your load						
I have read a	nd unde	rstoc	d the S	Studen	t Decla	ration (on the reverse	of this form) and und				able for studer	nt contribution	
Student Signature											D D M	MYYYY	



- OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.
- It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check http://www.oasis.curtin.edu.au for more information.

If you have changed

If you have changed your name or citizenship status since last enrolling you will need to submit original documentation or original certified documentation with this form so that we can update your details. Prior to enrolling you will be required to submit a new Request for Commonwealth Support and HECS-HELP Form/Requestfor FEE-HELP Form (if applicable). An electronic version of the HECS-HELP and FEE-HELP forms (eCAF) is available via eStudent in OASIS. Prior to enrolling go to the My eCAF tab in eStudent to complete online. If you have changed your course, please ensure you complete a new HECS-HELP or FEE-HELP form (if applicable).

Guild Membership

Under the Curtin University of Technology Act, all students automatically become members of the Student Guild on enrolment. In order for the Guild to provide services to you whilst you are a member, your name, student ID number, preferred contact address, home phone number, email addresses, gender, year of birth, course of study, campus location and other basic enrolment details will be made available to the Guild. These details will remain confidential. You may elect to opt out of Guild membership at any time via the Guild Membership Status Channel in OASIS (under the Campus Life & Guild tab). If you opt out of Guild membership, the Guild will no longer have access your details and you will cease to be eligible for membership benefits.

Student Declaration

- · I understand it is my responsibility to ensure that my enrolment is correct.
- · I have sought appropriate academic advice and counselling in relation to my enrolment.
- I agree to be bound by the Statutes, Rules and Policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I am aware there may be additional fees and charges associated with my enrolment which are not included in the tuition charges (these may include but are not limited to student service & amenities fee, incidental fees and textbooks).
- I consent to receiving information electronically from the University.
- I agree to access OASIS (student portal) at least once a week to receive official communications from the University (unless approval for exemption is granted).
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I acknowledge that I have read and understood the information on this form regarding Guild Membership.
- Lacknowledge that I have read and understood the University's Privacy Statement.
- I acknowledge that any expenses or costs incurred by the University in recovering any monies owing by me shall be my responsibility, including debt collection agency fees, solicitor's costs on the amount outstanding as well as all other reasonable costs incurred in the recovery of outstanding monies.

Please direct all enquiries to your Student Services Office or the Student Centre

Curtin Business School Tel: (+61 8) 9266 7713 Email: business@cbs.curtin. edu.au **Health Sciences** Tel: (+61 8) 9266 7713 currentstudents@health.curtin.edu.au

Humanities Tel: (+61 8) 9266 3400 Email: humanities@curtin.edu.au Science and Engineering Tel: (+61 8) 9266 4600 Email:ssse@curtin.edu.au

Graduate School of Business Perth Campus Tel: (+61 8) 9266 3460 Email:currentstudents@gsb.curtin.edu.au Email:cbsinternational@curtin.edu.au

CBS International Tel: (+61 8) 9266 7789 Fax: (+61 8) 9266 4092 Centre for Aboriginal Studies Tel: (+61 8) 9266 7091 Fax: (+61 8) 9266 2888 Email: cas.énquries@curtin.edu.au Western Australian School of Mines Tel: 1800 688 377 Fmail:WASMundergrad@curtin.edu.au.

Student Service Centre Tel: (+61 8) 9266 3399 studentservicecentre@curtin.edu.au **Curtin Singapore** Tel: 6593 8000Fax: 6593 8001 Email:studentservices@curtin.edu.sg Email:info@sydney.curtin. edu.au

Curtin Sydney Tel: (+61 2) 8399 7888 Curtin Sarawak Tel: (+60) 85 44 3939 Email: enquiries@curtin.edu.my

Privacy Statement

At Curtin, the privacy of students, staff and other people who the University deals with is taken very seriously. Much of the information which the University collects in connection with its normal functions and activities is "personal information", and this information is handled in accordance with relevant privacy standards. For details of how the University will use, disclose and protect your personal information please refer to http://global.curtin.edu.au/legal/privacy.cfm

Office Use Only	
Processed by (Name)	Date D D M M Y Y Y Y