



Not For Degree Study

(Non-Award) Enrolment

Guidelines for Not For Degree Study

Not For Degree units are offered as individual units, within a non-award program do not normally lead to a recognised qualification. **Studies undertaken as a Not for Degree student do not guarantee a future place in a University award course.** Credit for a successfully completed Not for Degree unit (excluding bridging units) may be given at the discretion of the relevant Head of School should a Not for Degree student be successful in gaining admission to an award course. Please note that English competency is also a requirement for admission to a University Award at Curtin University.

Not for Degree enrolment is provided by the University as a community service primarily for Australian residents.

International students must maintain a full time enrolment load at all times. Enrolment into Not for Degree units by international students will only be considered under special/exceptional circumstances and with the approval of the Academic Registrar only.

Other than for Cross-Institutional inbound enrolment, unless otherwise approved by the Academic Registrar, Not For Degree enrolment shall be limited to a maximum of 50 credit points of simultaneous enrolment. Where the Not For Degree enrolment is pending satisfaction of Curtin's entry requirements, a maximum of 50 credits may be enrolled in simultaneously and cumulatively before those requirements are met. Where the Not For Degree enrolment is as a Cross-Institutional Inbound student, a maximum of 100 credit points may be enrolled in simultaneously.

Students are not required to meet normal University entry requirements to undertake Not for Degree units. However, acceptance of a Not For Degree Study Registration is dependent on approval by the School conducting the unit.

An individual enrolled in Not For Degree units will have no right of continuity of study beyond the period for which initial enrolment is approved.

- You must complete a Not For Degree Study Registration form (this form).
- You must obtain the Head of School or School Authorising Officer's signature on the Not For Degree Study Registration form. Your authorised Not For Degree Study Registration form must then be lodged for processing with the appropriate Student Services Office. You will be issued with an Enrolment Advice to confirm that your enrolment has been accepted. You are required to retain this as proof of enrolment.

Procedures for Enrolment

If you wish to enrol in Not For Degree unit(s) offered by different Schools, a separate application must be completed for each School. Enrolment must be completed within the official enrolment dates for the study period.

Additions and Withdrawals

You may add units up until the deadline stipulated in the Academic Calendar. If you withdraw from units before the published census date you will not incur academic penalties but financial penalties will apply. If you withdraw from units after the published census date you will receive either a "Withdrawn" or "Fail" grade (depending on the circumstances).

Assessment

Assessment is not compulsory for persons enrolled in Not For Degree units(s). It is not mandatory to fulfil formal assessment requirements or to attend the end of semester examinations. Examination timetables are published on OASIS. If you elect formal assessment you are required to attend the examination.

If you elect **not** to be assessed for unit(s) studied by Not For Degree, you **will not** subsequently be able to gain credit for the unit(s) attempted, (e.g. should you be successful in gaining admission into an award course).

Fees and Payment

Not For Degree students will incur a fee liability in accordance with University Policy for any enrolment in a given study period. Students are required to pay their Not for Degree fees on the date of enrolment. Payment options are available at <http://fees.curtin.edu.au/pay.cfm>

Refunds

If you withdraw before the semester commences, you will be entitled to a refund less 10% of the fees. If you withdraw after the semester commences but before the census date, you will be entitled to a 50% refund. If you withdraw after census date, no refund is due.

Final dates for Enrolment / Unit additions

See the Academic Calendar for important dates: <http://students.curtin.edu.au/administration/dates>

Payment of Fees

Upon enrolment for all Study Periods

SECTION ONE - Personal Details

ID Number	<input type="text"/>		
Family name	<input type="text"/>	Title (Mr/Mrs/Ms/Miss)	<input type="text"/>
Given name/s	<input type="text"/>		
Preferred name	<input type="text"/>		
Birth date	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Full formal name	<input type="text"/>		

Please note: This is how your name will appear on all official documentation. This should be your legal name as per your birth certificate, passport or marriage certificate.

QUESTION 1 - Contact Details

Contact Address

Number & Street	<input type="text"/>		
	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Post code	<input type="text"/>

Address Details (Permanent)

Same as above? Yes No (If No, please fill in below)

Number & Street	<input type="text"/>		
	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Post code	<input type="text"/>

Other Details (please include telephone area code)

Telephone (Home)	<input type="text"/>	Telephone (Work)	<input type="text"/>
Facsimile	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Next of Kin (Optional)

Name	<input type="text"/>	Relationship	<input type="text"/>
Address	Does your Next of Kin live at your permanent address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'no' please complete the details below)		
Number & Street	<input type="text"/>		
	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Post code	<input type="text"/>
Telephone (Home)	<input type="text"/>	Telephone (Work)	<input type="text"/>
Facsimile	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

QUESTION 2 - Citizenship, Residency details and Country of birth

Please complete the appropriate boxes

Are you:

A. An Australian Citizen?

Yes 1

or

B. A New Zealand Citizen?

Yes 2

or

C. A Permanent Resident of Australia?

Yes

Date granted Permanent Residency

Did you meet residency requirements for citizenship more than a year ago?

Yes No

(i) Is your permanent Visa a *humanitarian* class Visa?

Yes 8

(ii) Is your permanent Visa a *non-humanitarian* class Visa?

Yes 3

Are you residing inside Australia during your studies?

Yes No

Are you residing outside Australia during your studies?

Yes No

If you are in one of the following categories you must have the approval of the Academic Registrar before enrolling in Not For Degree unit(s).

D. An international student (temporary entrant permit)

Yes 4

E. An overseas student residing overseas (including NZ citizens residing outside Australia)

Yes 5

Academic Registrar approval signature

Date

QUESTION 3 - Country of birth

What is your country of birth?

If you were not born in Australia

What is your country of citizenship?

What year did you enter Australia?

What is your main language spoken at home?

Are you of Torres Strait Island descent?

Yes No

Are you of Aboriginal descent?

Yes No

QUESTION 4 - Information on special needs (optional)

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

1. Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

2. Would you like to receive information on support services, equipment and facilities available which may assist you?

Yes No

3. Please indicate the type of disability that applies (Optional):

Mobility

Hearing

Vision

Learning

Medical

Other

QUESTION 5 - Assessment

Do you wish to undertake assessment for this Not for Degree study?

Yes No

IMPORTANT

"If you choose not to be assessed, then once you have completed the requirements of the unit, a mark cannot be retrospectively applied, nor can the unit be used for the purpose of credit (i.e. CRL) towards another course."



- 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 www.oasis.curtin.edu.au for more information.

SECTION TWO - Application

Unit Number	Unit Title	Study Period	Campus	Internal Central External Area External Fully Online Partially Online	Enrol Withdraw

While I am registered at Curtin University, I undertake to observe all its statutes, by-laws and rules and accept responsibility to ensure that my enrolment is correct. I have sought to appropriate academic counselling. I am aware of the conditions under which I am permitted to use University information, Communication Technology and University IT (computer) facilities http://students.curtin.edu.au/rights/ict_policy.cfm.

Signature of Applicant

Date

School Use Only: (Please complete A, B and C)

A. Liability category

- Domestic Fee Paying
- International Student - Onshore
- International Student - Offshore

B. Load capacity

- Part-Time
- Full-Time

c. Attendance mode

- Internal
- Central External
- Area External
- Fully Online
- Partially Online

D. Study mode

- Not For Degree

Office Use Only:

Authorised Officer's name

Authorised Officer's signature

Date

Please direct all enquiries to your Faculty Student Services Office (FSSO) or Student Central

CBS International

Tel: (+61 8) 9266 7789
 Fax: (+61 8) 9266 4092
 Email: cbsinternational@curtin.edu.au

Postgraduate Enquiries

Tel: (+61 8) 9266 7715
 Fax: (+61 8) 9266 3096
 Email: business@cbs.curtin.edu.au

Curtin Sydney

Tel: (+61 2) 8399 7888
 Fax: (+61 2) 8399 7899
 Email: info@sydney.curtin.edu.au

Humanities

Tel: (+61 8) 9266 3400
 Fax: (+61 8) 9266 3345
 Email: humanities@curtin.edu.au

Student central

Tel: (+61 8) 9266 3399
 Fax: (+61 8) 9266 4108
 Web: www.askcurtin.edu.au

Centre for Aboriginal Studies

Tel: (+61 8) 9266 7091
 Fax: (+61 8) 9266 2888
 Email: cas.enquiries@curtin.edu.au

Curtin Sarawak

Tel: (+60) 85 44 3939
 Fax: (+60) 85 44 3838
 Email: enquiries@curtin.edu.my

Graduate School of Business

Perth Campus Enquiries
 Tel: (+61 8) 9266 3460
 Fax: (+61 8) 9266 7607
 Email: currentstudents@gsb.curtin.edu.au

Science and Engineering

Tel: (+61 8) 9266 4600
 Fax: (+61 8) 9266 4606
 Email: ssse@curtin.edu.au

Curtin Business School

Undergraduate Enquiries
 Tel: (+61 8) 9266 7713
 Fax: (+61 8) 9266 3096

Curtin Singapore

Tel: 6593 8000
 Fax: 6593 8001
 Email: studentservices@curtin.edu.sg

Health Sciences

Tel: (+61 8) 9266 4583
 Fax: (+61 8) 9266 4593
 Email: currentstudents@health.curtin.edu.au

Western Australian

School of Mines
 Tel: 1800 688 377
 Email: WASMundergrad@curtin.edu.au

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>