

# Application for Intermediate Award

1. An intermediate award provides a student with the opportunity to obtain an interim award where allowable.
  - A) An intermediate award is available only to coursework courses.
  - B) The enrolled course must provide for the issue of a specific intermediate award(s)
  - C) Payment of a \$350 Intermediate Award fee, as approved by Council, is applicable and must be paid directly to the Graduations Office, Building 101 Level 1.
2. Where the student has been granted an intermediate award, the student will be allowed to continue in the principal course, excepting when the student submits an application, citing exceptional circumstances, to be withdrawn from the principal course and the \$350 fee to be waived. The Director, Student Services will determine all fee waivers.
3. Students who have had the intermediate award fee waived will be required to pay the waived fee should they re-enrol in the principal course within two years of completing the requirements of the intermediate award.
4. All outstanding debts to the University must be settled before an intermediate award is granted.
5. If a student who has been granted an intermediate award and withdrawn from the principal course then wishes to re-enter their original course they must:
  - A) make a second application to the course; and
  - B) obtain approval from the Director, Student Services.
 For more information, please see Intermediate awards Policy at [http://www.polices.curtin.edu.au/documents/intermediate\\_awards.doc](http://www.polices.curtin.edu.au/documents/intermediate_awards.doc)
6. Successful applications will be submitted to the University Council twice yearly. For further information please contact the Graduations Office on +61 8 9266 7115.

## Section 1 (completed by student)

Student ID

Student name

Course currently enrolled in  SPK No.  v.

Intermediate award being sought  SPK No.  v.

Please complete the following:

I am staying enrolled in the principal course and will pay the \$350 fee upon submission of this application to the Graduations Office.

I am withdrawing from the principal course and have cited my exceptional circumstances below.

### Complete ONLY if withdrawing from the Principal Course

Please state as to why you are withdrawing from the principal course and the \$350 fee to be waived.

### Credit Card Details for \$350 payment:

Visa  MasterCard

Card Number:  Expiry Date:  CVC #

Signed  Date

## Section 2 (completed by Head of School)

I support this application for an intermediate award.

I confirm that the award being sought is an approved intermediate award for the course the student is currently enrolled in.

I confirm that the student has met all the requirements for the intermediate award to be granted.

I confirm that the student has completed one third (or final year) of the intermediate award as Curtin-provided units and that any RPL granted in respect of the principal award, and being used towards the intermediate award, is appropriate.

Name

Signature  Date

(Head of School)

## Section 3 (Student Central Staff Use Only)

- Approved Curtin Intermediate Award
- No outstanding debt
- Statement of reason/supporting documentation provided
- Head of School support and signature
- Student has completed all the requirements of the Intermediate Award and has studied at least one third of the credits counted towards the intermediate award at Curtin.
- If Intermediate Award is not recorded in Handbook; sign off from Manager, CMSU is required.
- Intermediate award fee receipt attached OR Student Declaration completed and application for fee waiver is attached
- (If necessary) student has been withdrawn from principal course by Special Enrolments Officer

Name  Signature  Date

### Approval

Director, Student Services (or delegate)

Date