



STUDY ABROAD & STUDENT EXCHANGE INCOMING STUDENT ENROLMENT & CHANGE OF ENROLMENT FORM

Section 1 - Personal Details

All personal information collected is handled in accordance with the Australian Privacy Principles

Home University

Curtin Student ID

Family name/s

Given name/s

Section 2 - Unit Enrolments and Withdrawals

Course Details - Not For Degree - You are enrolled in a "Not For Degree" course for the duration of your studies.

International students studying in Australia on a student visa must be enrolled in a full-time load at all times to comply with the conditions of the visa. A full-time load for Curtin Student Exchange & Study Abroad students is 75 Curtin credits (minimum) and 100 Curtin credits (maximum).

The Study Abroad & Student Exchange Office will enrol you into your selected units.

Your enrolment and any changes to your enrolment must be processed by the Study Abroad & Student Exchange Office. You cannot enrol on-line.

Once you are enrolled you will be provided with instructions on how to register for classes and complete your timetable.

Please select from the approved units as per your Letter of Offer email and ensure you have obtained approval from your home university for the units you have selected.

NOTE: Units are approved subject to availability and may be subject to change

E (enrol)

W (withdraw)

Unit Code

Unit Name

Year

Semester

Campus

Section 3 - Extra Information

STAFF COMMENTS/SPECIAL PERMISSIONS

Staff Member Name

Extension

Signature

Date

OFFICE USE ONLY - PROCESSED BY

Staff Member Name

Signature

Date

Section 4 - Student Declaration

OASIS – Online Access to Student Information Services

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.

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 to your details and you will cease to be eligible for membership benefits.

CENSUS DATE

Census date is the date at which enrolment is considered to be final.

You are not permitted to enrol into units after the first week of classes and any withdrawal you make after the study period Census date may incur an academic penalty (for example, a fail grade) and a financial penalty (for example, no refund of your student contribution or tuition fees, if applicable).

Please check <http://students.curtin.edu.au/administration/dates/census.cfm> for the Census dates and more information

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 within the exchange agreement or 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 understand that International students studying in Australia on a student visa must be enrolled in a full-time load at all times to comply with the conditions of the visa. A full-time load for Curtin Student Exchange & Study Abroad students is 75 Curtin credits (minimum) and 100 Curtin credits (maximum).
- 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.
- I acknowledge 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.

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 handles personal information please refer to rim.curtin.edu.au/privacy

I confirm that I have read and understand the Student Declaration above and acknowledge that at census date I will be liable for tuition fees* as indicated in my Letter of Offer.

*Exchange students are exempt from paying tuition fees

Signature of Applicant

Date

Please return this form via email to:
studyabroad@curtin.edu.au

or submit to:
Curtin Connect
Study Abroad & Student Exchange Office
Building 102
Curtin University
GPO Box U1987
Perth WA 6845

For further information:

Curtin Connect
Study Abroad & Student Exchange Office
Building 102
Website: studyabroad.curtin.edu.au
Email: studyabroad@curtin.edu.au