

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 Student Services. 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.

Personal Details

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|------------------------|----------------------|--------------|----------------------|
| Curtin ID | <input type="text"/> | Family Name | <input type="text"/> |
| Title (Mr/Mrs/Ms/Miss) | <input type="text"/> | Given Name/s | <input type="text"/> |
| Birth Date | <input type="text"/> | Phone Number | <input type="text"/> |

Course Details

| | |
|--------------|-------------|
| Course Title | Course Code |
| Major Name | Major Code |
| Stream Name | Stream Code |

Course Withdrawal

I wish to completely withdraw from my course at the end of (enter study period)
 or on (date of withdrawal).

The student has taken the opportunity to discuss their decision with me.

Course Coordinator Signature Date

Amendments to Major / Stream (only complete this section if you are changing Major or Stream)

Change Major to
 Change Stream to

Unit Enrolments and Withdrawals

You may be able to enrol/withdraw from your units online. Please refer to [eStudent Help](#) for step by step instructions on how to do this.

| Enrol (E) Withdraw (W) | Unit Code | Unit Title | Study Period eg Sem 1 | Campus | Attendance Internal (I) Fully Online (FO) | Core (C) Elective (E) Option (O) | Signature of Unit Coordinator** |
|---------------------------|-----------|------------|--------------------------|--------|---|--|------------------------------------|
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**Unit Coordinator (or other staff) Comments (e.g. overload approval, requisite waiver approval)

International Students on a Student Visa:

If you are an International Student studying in Australia on a student visa you must be enrolled in a full-time load of 100 credits at all times to comply with the conditions of your visa. If you have extenuating circumstances and want to reduce your load you must seek approval using a Request to Enrol in Less than 100 credits in the current semester form before you reduce your study load.

I have read and understood the Student Declaration (on the reverse of this form) and understand that at census date I will be liable for student contribution amounts, or tuition fees, for all units I am enrolled in and that those units will be recorded on my Academic Transcript.

Student's Signature Date



- 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.

Changed your details

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/Request for 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 to 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 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.
- 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. This includes debt collection agency fees and solicitors’ costs on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.

Please direct all enquiries to your Student Services Office

Please click on the link below for contact details and opening hours:

<https://askcurtinfo.custhelp.com/app/contact>

Privacy Statement

At Curtin, the privacy of students, staff and other people with whom the University deals 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

Office Use Only

Processed by (Name)

Date

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| D | D | M | M | Y | Y | Y | Y |
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Course Switch: Form copied and sent to Withdrawing Faculty (please tick)

Date

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| D | D | M | M | Y | Y | Y | Y |
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