

## Not For Degree Study (Non-Award) Application and Enrolment

### Guidelines for Not For Degree Study

Not For Degree units are offered as individual units within a non-award program and 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 requires approval of the Academic Registrar.**

### Application Requirements

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.
- 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 if also enrolled in another Curtin University Course or Pathway Program.

### Procedures for Enrolment / Unit additions

If you wish to enrol in Not For Degree unit(s) offered by different Schools, a separate application must be completed for each School.

#### Deadline to Enrol

Enrolment must be completed two weeks prior to the commencement of the enrolling study period.

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

#### 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).

### Payment of Fees

#### 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.

## SECTION ONE – Personal Details

Curtin ID	<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 <input type="checkbox"/> X
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 and Residency details

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



- 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 [oasis.curtin.edu.au](http://oasis.curtin.edu.au) for more information.

**SECTION TWO – Application**

Unit Code	Unit Title	Study Period	Campus	Internal Fully Online	Enrol Withdraw	* Do you wish to be assessed for this unit? Yes or 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 towards another course.

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](http://students.curtin.edu.au/rights/ict_policy.cfm).

Signature of Applicant

D	D	M	M	Y	Y	Y	Y
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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/Face to face
- Fully Online

**D. Load capacity**

- Not For Degree

**Office Use Only:**

Authorised Officer's name

Authorised Officer's signature

Date

D	D	M	M	Y	Y	Y	Y
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**Please direct all enquiries to your Student Services Office**

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

<https://askcurtinfaq.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](http://rim.curtin.edu.au/privacy)