

Request to Enrol in less than 100 Credits in the Current Semester

International students on a student visa are required to maintain a full-time enrolment at all times to ensure their degree is completed within the normal course duration. International students requiring a reduced load must seek approval to do so using this request prior to making an amendment to their enrolment.

Important notes about this request:

1. This form must be submitted prior to the final enrolment date relevant to the semester in which you are applying. Students who are not currently enrolled in 100 credits must apply prior to the final date to add units; students who are currently enrolled in 100 credits must apply prior to the final date to withdraw from units.
2. All sections of this form must be completed prior to submission.
3. Doctoral and Master Degrees by Research or Doctoral Degrees by Coursework Students are requested to contact their Faculty Graduate Studies Office prior to submission of this form.
4. Requests based on results from the previous semester will not be considered until the applicable semester's results release date. Students should submit their requests after this date to ensure they are eligible on those grounds.
5. Requests based on Credit for Recognised Learning (CRL) will not be considered until the relevant CRL is processed on the student's record. Students should submit their requests after this date to ensure they are eligible on those grounds.

INTERNATIONAL STUDENTS ONLY:

Student details

Curtin ID Family Name

Title (Mr/Mrs/Ms/Miss) Given Name/s

Course Title

Course Code

Year and Semester this request is for

Are you in your final semester of study? Yes No (Please tick one)

Reason for request

Number of credit points requested for this semester 12.5 25 37.5 50 62.5 75 87.5 100

Number of credit points outstanding to complete course

Final Semester CRL Extenuating Medical Reasons* Extenuating Personal Reasons* Other*

Provide written reasons why you should be permitted to undertake less than 100 credits in the current semester:

*Claims based on medical grounds or other extenuating circumstances must have independent supporting documentation from an Australian GP or counsellor attached which state a reduced study load is required and recommended credit points to be studied

Student Declaration

I have read the information on this form and understand that by reducing my study load I may be extending the length of my course. I understand the additional costs I may incur for tuition fees, living expenses and visa extension as a result of reducing my study load. I have sought academic counselling prior to submitting this request.

Signature* Date

*The University will accept submission of this form via your student email account as your electronic signature & date for this form.

Course Coordinator Approval

Pre-requisite Academic Status Other#

#Please provide a supporting statement explaining why the student should be permitted to undertake less than 100 credits in the current semester:

Course Coordinator's Signature Course Coordinator's Name Date

Please submit this form with all relevant supporting documents to your Student Services Office:

Email: studentservicecentre@curtin.edu.au

In person: Curtin Connect Building 102

Webform: <https://askcurtinfaq.custhelp.com/app/contact>

OASIS – Online Access to Student Information Services

oasis

- 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.

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.

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 our [Privacy Statement](#).