

Enrolment / Change of Enrolment Form

If you are taking a break in your studies please submit a Leave of Absence form to your FSSO. Use this form only to enrol/withdraw for a study period in the current year. 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

Curtin ID	<input type="text"/>	Family Name	<input type="text"/>
Title	<input type="text"/>	Given Name/s	<input type="text"/>
Birth Date	<input type="text"/>	Phone Number	<input type="text"/>

Course Details

Course Title	<input type="text"/>	Course Number	<input type="text"/>
Major Name	<input type="text"/>	Major Number	<input type="text"/>
Stream Name	<input type="text"/>	Stream Number	<input type="text"/>

If Course Switching, please indicate which course you need to be withdrawn from:

Course Title	<input type="text"/>	Course Number	<input type="text"/>
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Course Withdrawal

I wish to completely withdraw from my course at the end of (enter study period)

Or on (date of withdrawal).

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

Change Major to	<input type="text"/>
Change Stream to	<input type="text"/>

Unit Enrolments and Withdrawals

You may be able to enrol/withdraw from your units online. Please go to eStudent in OASIS prior to completing this form to see if you can complete your enrolment/change of enrolment yourself.

Enrol (E) Withdraw (W)	Unit Number	Unit Title	Study Period eg Sem 1	Campus	Attendance Mode*	Core (C) Elective (E) Option (O)	Signature of Unit Coordinator**

*Attendance Mode - I (Internal) E (External) FO (Fully Online) PO (Partially Online)

**Unit Coordinator (or other staff) Comments (e.g. overload approval, requisite waiver approval):

International Students on a Student Visa please note:

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 I 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	<input type="text"/>	Date	<input type="text"/>
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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 www.oasis.curtin.edu.au for more information.

If you have changed

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. 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. 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 that the Guild may 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 not to become a member of the Guild at the time of enrolment or may resign from the Guild at any time after enrolment. If you elect not to become a member, your details will not be provided to the Guild. If you resign from the Guild, the Guild will no longer have access to your details and you will cease to be eligible for membership benefits. If you do not wish to be a member of the Guild, you will need to complete a form advising that you do not wish to be a member. The form is available on the Current Students website at: <http://students.curtin.edu.au/administration/forms.cfm>. The completed form must be returned to Student Central for processing.

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 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 solicitor's costs on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.

Please direct all enquiries to your Faculty Student Services Office (FSSO) or Student Central

CBS International
Tel: (+61 8) 9266 7789
Fax: (+61 8) 9266 4092
Email: cbsinternational@curtin.edu.au

Postgraduate Enquiries
Tel: (+61 8) 9266 7715
Fax: (+61 8) 9266 7556
Email: business@cbs.curtin.edu.au

Curtin Sydney
Tel: (+61 2) 8399 7888
Fax: (+61 2) 8399 7899
Email: info@sydney.curtin.edu.au

Humanities
Tel: (+61 8) 9266 3400
Fax: (+61 8) 9266 3345
Email: humanities@curtin.edu.au

Student Central
Tel: (+61 8) 9266 3399
Fax: (+61 8) 9266 4108
Email: www.askcurtin.edu.au

Centre for Aboriginal Studies
Tel: (+61 8) 9266 7091
Fax: (+61 8) 9266 2888
Email: cas.enquiries@curtin.edu.au

Curtin Sarawak
Tel: (+60) 85 44 3939
Fax: (+60) 85 44 3838
Email: enquiries@curtin.edu.my

Graduate School of Business
Perth Campus Enquiries
Tel: (+61 8) 9266 3460
Fax: (+61 8) 9266 7607
Email: currentstudents@gsb.curtin.edu.au

School of Agriculture and Environment
Tel: 1800 246 622
Email: course@muresk.curtin.edu.au

Western Australian School of Mines
Tel: 1800 688 377
Email: WASM@undergrad.curtin.edu.au

Curtin Business School
Undergraduate Enquiries
Tel: (+61 8) 9266 7713
Fax: (+61 8) 9266 3096

Curtin Singapore
Tel: 6593 8000
Fax: 6593 8001
Email: studentservices@curtin.edu.sg

Health Sciences
Tel: (+61 8) 9266 3685
Fax: (+61 8) 9266 4593
Email: currentstudents@health.curtin.edu.au

Science and Engineering
Tel: (+61 8) 9266 4600
Fax: (+61 8) 9266 4606
Email: ssse@curtin.edu.au

Privacy Statement

At Curtin University, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is "personal information". For the details of how much the University will use, disclose and protect your personal information please refer to <http://global.curtin.edu.au/legal/privacy.cfm>

Office Use Only

Processed by (Name)

Date

Course Switch: Form copied and sent to Withdrawing Faculty (please tick)

Date