

STUDENT DETAILS	
Student ID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Contact Number: _____
Family Name: _____	Given Name: _____
Date of Birth: _____	Age: _____

CURRENT ENROLMENT DETAILS
Study Period: _____
<input type="checkbox"/> General English 1 <input type="checkbox"/> General English 2 <input type="checkbox"/> General English 3 <input type="checkbox"/> Academic English 2 <input type="checkbox"/> Academic English 3

CHANGE OF ENROLMENT
A. CHANGE OF UNIT ENROLMENT TO
<input type="checkbox"/> General English 1 <input type="checkbox"/> General English 2 <input type="checkbox"/> General English 3 <input type="checkbox"/> Academic English 2 <input type="checkbox"/> Academic English 3

B. LEAVE OF ABSENCE
i. Is this a new application for leave? <input type="checkbox"/> Yes, complete iii <input type="checkbox"/> No, complete ii and iii
ii. Indicate the period of existing period of leave from _____ to _____
iii. I intend to continue studies in Study Period _____

C. COURSE WITHDRAWAL
I wish to completely withdraw from my course on _____ <i>dd/mm/yyyy</i>

REASON FOR CHANGE OF ENROLMENT (attach supporting documents)
Reason for request
<input type="checkbox"/> Family Commitment <input type="checkbox"/> Financial <input type="checkbox"/> Serious Illness <input type="checkbox"/> Others

PRIVACY STATEMENT

At Curtin Singapore the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the school collects in order to provide the services that it does, is personal information. For details of how the school will use, disclose and protect your personal information, please contact Curtin Singapore.

IMPORTANT INFORMATION

A. CHANGE OF UNIT ENROLMENT

1. A student may only apply for a Change of Unit Enrolment by week 2 Friday 6pm.
2. Depending on the application request, the refund policy may apply and/or extra fees may need to be paid.
3. There will be no replacement lessons and it is the student's responsibility to catch up on what has been missed in class.

B. LEAVE OF ABSENCE

1. A student can apply for Leave of Absence by week 2 Friday 6pm.
2. Where an application is submitted after week 2 Friday but before week 5 Friday, Leave of Absence may be granted based on extenuating circumstances.
3. A student cannot apply for Leave of Absence for more than 2 study periods unless otherwise approved.
4. Student is responsible to contact Curtin Singapore with their intent to return, otherwise you may be withdrawn from your course in which case you shall lose all rights and privileges of a continuing student and may be required to re-apply for admission into the course.
5. Curtin Singapore may refuse or cancel an approved Leave of Absence, should you provide any information that is false or misleading.

C. COURSE WITHDRAWAL

1. Refund policy will apply as stated in the Student's Contract.

Parent/guardian to complete below if student is below 18 years of age

I, _____ NRIC/Passport No. _____ *(*circle where appropriate)*
*father/mother/guardian
of _____ *Student's name* hereby consent to the Change of Enrolment application.

Parent/Guardian's Signature: _____ Date: _____

STUDENT'S ACKNOWLEDGEMENT

I have received appropriate counselling, read and understood the information on this form.

I understand that my Student's Pass will be cancelled after an approved Change of Enrolment for Leave of Absence or Course Withdrawal.

Student's Signature: _____ Date: _____

APPLICATION OUTCOME

Application is: Approved Not Approved

Approved by: _____ Date: _____

Remarks: _____

For Office Use:

Processed by: _____ Date: _____

Remarks: _____

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