

ENROLMENT VARIATION
Curtin College Singapore



Student ID:

Contact Number: _____

Surname: _____

Given Name: _____

Birth Date: ____ / ____ / ____

Age: _____

Course information (please tick **ONE** box)

Diploma of Commerce

Diploma of Arts and Creative Industries

This form should be completed and handed to Student Central. It will be assessed within 5 working days and students are advised to view AXIS for the updates. Students should continue attending current classes until status is updated. If students wish to withdraw from the course entirely, a meeting should be arranged with an Academic Services Officer through Student Central.

Week 1 Students can change enrolments freely on AXIS.

Week 2 to 4 Students cannot add unit(s). Students can apply to withdraw from unit(s) using this form, without financial or academic penalty.

Week 5 to 9 Students cannot add unit(s). Students can apply to withdraw from unit(s) using this form. A grade 'W' will be reflected on student's transcript for this unit and there will be no refund of fees for it.

Week 10 to 12 No changes can be made to enrolments.

Unit Enrolment / Withdrawal

Unit Code	Unit Name	Enrol (E) / Withdraw (W)	Study Period

Course Withdrawal

I wish to completely withdraw from my course on ____ / ____ / ____ (date of withdrawal).

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

I, _____ NRIC/ Passport No. _____ (*delete where appropriate)
*father/ mother/ guardian

of the above mentioned student hereby consent to the unit/ course withdrawal.

Date: _____ Parent/ Guardian's Signature: _____

I have read and understood the information on this form.

Student's Signature: _____ Date: _____

For Office Use:

Approved by: _____ Date: _____

Navigate update: W (Withdrawn) Cancel (cancel unit – only before census date)

Processed by: _____ Date: _____

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.