

# CHANGE OF ENROLMENT

Diploma of English for Academic Purposes  
Academic English 4



Curtin Singapore

## STUDENT DETAILS

Student ID: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Student Name: \_\_\_\_\_

## CURRENT ENROLMENT DETAILS

General English  Academic English 1  Academic English 2  Academic English 3  Academic English 4 Study Period: \_\_\_\_\_

## LEAVE OF ABSENCE

### Leave of Absence (LOA) Conditions

- LOA applications must be submitted to [English@curtin.edu.sg](mailto:English@curtin.edu.sg), together with any required supporting documents, by Week 2, Friday, 6:00 PM of the study period.
- LOA applications will only be considered for medical, compassionate, or exceptional circumstances. Supporting evidence must be provided.
- An approved LOA is limited to a maximum of one study period.
- International students holding a Student's Pass should note that approval of an LOA will result in the cancellation of their Student's Pass, and they must leave Singapore in accordance with ICA requirements.
- Students under 18 years of age must provide written consent from their parents or legal guardian.
- Students must notify Curtin Singapore of their intention to return before the approved LOA end date. Failure to do so may result in withdrawal from the course and the need to reapply for admission.

I have read and understood the conditions above, and wish to apply for a Leave of Absence for study period: \_\_\_\_\_

## COURSE WITHDRAWAL

### Course Withdrawal Conditions

- Students under 18 years of age must provide written consent from their parents or legal guardian.
- Complete this form and submit it to [English@curtin.edu.sg](mailto:English@curtin.edu.sg).
- International students holding a Student's Pass should note that approval of a course withdrawal will result in the cancellation of their Student's Pass, and they must leave Singapore in accordance with ICA requirements.
- The Curtin Singapore Student Refund Policy will apply from the date this withdrawal application is received.

I have read and understood the conditions above, and wish to withdraw from my course on: \_\_\_\_\_

## REASON FOR THE REQUEST (please describe your reason below. Attach additional information and evidence, if required)

## STUDENT'S ACKNOWLEDGEMENT

I confirm that I have received academic counselling and understand the conditions for Leave of Absence (LOA) or Course Withdrawal. I also acknowledge that any applicable refund will be processed in accordance with the Student Refund Policy.

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/GUARDIAN TO COMPLETE BELOW IF STUDENT IS BELOW 18 YEARS OF AGE

I, \_\_\_\_\_ NRIC/Passport No. \_\_\_\_\_, am the \_\_\_\_\_ select one \_\_\_\_\_ of \_\_\_\_\_, and hereby give my consent to the change of Enrolment application. *Student's name*

Parent/Guardian's signature \_\_\_\_\_ Date: \_\_\_\_\_