

**SPECIAL ENROLMENT REQUESTS (IP/Partner Offshore) -  
IF ALL PAPERWORK IS NOT PROVIDED REQUESTS WILL BE RETURNED TO YOU.**

BEFORE REQUESTING a Special Enrolment Amendment please check ALL availabilities of the units/study periods covered by your request, to ensure they are correct.

For requests to Admit to a course and/or enrol units AFTER a study period's Last Admission/Enrolment date has passed, the following documents are required:

1. Special Enrolment Amendment Form (2 pages) completed, signed, dated and authorised – please complete all rows/columns except the last two columns (Student Notified and Actioned/Date) **AND** Reasons for Request as to why the request is after the study period's teaching census date.
2. If relevant, student's completed, signed, dated and authorised Application for Admission – **ALL questions to be answered by student and authorised officer.**
3. Student's completed, signed, dated and authorised Enrolment Variation Form/Enrolment Form, including student signature and date, with a date stamp clearly shown as to when it was received by your office.

*Where possible please ensure that the unit(s) SSP Status is Planned. Also please note that in certain circumstances requests may be returned to the requesting Enrolling Officer to enrol in the next available study period.*

For Appeals for units to be Early Withdrawn after a study period's teaching census date:

Documents required:

1. Special Enrolment Amendment Form (2 pages) completed, signed, dated and authorised **AND** Reasons for Request as to why the request is after the study period's Teaching Census date.
2. Student's completed, signed, dated and authorised Enrolment Variation Form/Enrolment Form, including student signature and date, with a date stamp clearly shown as to when it was received by your office.

# Special Enrolment Amendment Form

ACADEMIC SERVICES

**Student Central**

TELEPHONE (08) 9266 1330  
FACSIMILE (08) 9266 4108  
EMAIL A.Ritchie@curtin.edu.au  
WEB www.curtin.edu.au

**Please Note:**

- If the student has been granted a result a unit amendment will not be permitted.
- For Audit purposes a statement outlining the reason for the request must be attached or completed overleaf.
- This form is used only for rectifications requested after the census date.

<b>To</b>	Student Central – Annette Ritchie
<b>From</b>	Name: Department:
<b>Date</b>	

Student Number: \_\_\_\_\_ Student Name: \_\_\_\_\_

Processing Fee (Receipt attached)

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_ Version \_\_\_\_\_ Att \_\_\_\_\_

Expected Course Completion Date:  
Year \_\_\_\_\_ Sem \_\_\_\_\_

Request Number	Unit Number	Unit Name	Vers	Att	Study Period & Year	Location	Internal/ A/External/ Cent/External	Enrol/Early Withdrawal/ Withdrawal	Liability Category Fee Implication?	Student Notified EA/Email/Letter	Actioned/ date
1											
2											
3											
4											
5											

• All relevant supporting documentation must be attached

Requesting Signature (School): \_\_\_\_\_ Print Name: \_\_\_\_\_ EXT: \_\_\_\_\_ Date: \_\_\_\_\_

Authorising Signature (DSSO): \_\_\_\_\_ Print Name: \_\_\_\_\_ EXT: \_\_\_\_\_ Date: \_\_\_\_\_

# REASON FOR REQUEST?

(Please supply a reason for each unit change)

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