CURTIN SINGAPORE

COURSE WITHDRAWAL POLICY

1. PURPOSE
This document describes Curtin Singapore’s policy for students to withdraw from enrolled courses.

2. OBJECTIVES
The objective of this policy is to ensure effective, fair and competent management of course withdrawals.

3. APPLICATION
All students who are enrolled in Curtin Singapore courses.

4. EXCEPTIONS
Nil

5. POLICY STATEMENT
5.1 Students enrol in specified units as part of courses offered by external partners on the Curtin Singapore campus.

5.2 Once enrolled exceptional circumstances may arise which require a student to withdraw from the course in which they are enrolled.

5.3 The normal grounds for course withdrawal by the student include medical, physical, psychological, financial, work commitments and family commitments. Other situations will be considered on a case by case basis.

5.4 Curtin Singapore will adopt the prescribed policies and procedures of Curtin University, Curtin College and Navitas English in relations to course withdrawal, as amended for Singapore requirements.

5.5 Curtin Singapore will establish processes to manage applications from students for course withdrawal which supplement those of the external program providers.

5.6 If the student withdrawing from course is a student’s pass holder, the Immigration and Checkpoints Authority (ICA) will be informed to cancel the student’s pass at the end of the withdrawal process.

5.7 Any fees due after withdrawal will be refunded in accordance with the Curtin Singapore Refund Policy.

5.8 Curtin Singapore shall assess and reply to requests for course withdrawal within 4 weeks of receipt of the withdrawal application.