

VARIATION OF ENROLMENT POLICY

1. PURPOSE

To provide guidelines for variation of enrolment (withdrawal, course transfer, leave of absence and change of major) requests.

2. OBJECTIVE

To ensure the effective and fair management of withdrawal, course transfer, leave of absence and change of major requests.

3. APPLICATION

All Curtin Singapore students, including those who have accepted offer but not yet commenced studies.

4. EXCEPTIONS

Change of major is not available to Curtin College and Navitas English students.

5. POLICY STATEMENTS

- 5.1 Curtin Singapore will adopt and follow the relevant policies and procedures of Curtin University, Curtin College and Navitas English in relation to withdrawal, course transfer, leave of absence and change of major requests.
- 5.2 Applications for withdrawals, course transfers, leave of absence and change of major will be considered on the following grounds: medical, physical, psychological, financial, work commitments, and family commitments. Other compassionate and compelling circumstances may be considered. A period of not more than 12 calendar months may be approved for leave of absence. Any exceptions will be determined on a case by case basis. Applications for withdrawal and leave of absence must be supported by documentary evidence.
- 5.3 Curtin Singapore will assess and reply to requests for withdrawal, course transfers, leave of absence and change of major within four weeks of receipt of the application. Decisions on such requests will take into account the information provided, the circumstances leading to a request as well as the regulatory requirements.
- 5.4 Restrictions may apply and, depending on the time the request is submitted, an academic and financial penalty may also apply.
- 5.5 Curtin Singapore will ensure all withdrawals, course transfers, leave of absence and change of major decisions meet regulatory requirements and The Immigration and Checkpoints Authority of Singapore (ICA) will be informed of any changes to the status of the Student's Pass (STP), if applicable.
- 5.6 Where a student receives approval for course transfer, leave of absence and change of major, a new student contract shall be executed.
- 5.7 Any fees balance after withdrawals, course transfer, leave of absence and change of major will be refunded in accordance with the Curtin Singapore Refund Policy.
- 5.8 Curtin Singapore will establish clear procedures to manage applications from students for withdrawals, course transfers, leave of absence and change of major.
- 5.9 Curtin Singapore will maintain up to date records of withdrawals, course transfers, leave of absence and change of major, and will review its policy every year.

6. RESPONSIBILITY

The Director of Academic Services is responsible for the implementation and compliance with this policy.

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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee/ Board/ Executive Manager	Approval/ Resolution Number	Key Changes and Notes
1	Approved	05/12/2018	Academic Board	AB 29/18 (i)	Attachment A to Item 8.4 effective 05/12/2018