

ENROLMENT VARIATION POLICY

1. PURPOSE

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

2. POLICY STATEMENTS

- 2.1 Curtin Singapore will follow the relevant policies and procedures of Curtin University, Curtin College or Navitas English in relation to course withdrawal, course change, leave of absence, deferral, and change of major requests.
- 2.2 Change of major is only available to Curtin University students.
- 2.3 All students will be made aware of the policies and procedures regarding course withdrawal, course change, leave of absence, deferral, and change of major.
- 2.4 Applications for course withdrawals, course changes, leave of absence, deferral, and change of major will be considered on the following grounds:
- (a) Medical
 - (b) Physical
 - (c) Psychological
 - (d) Financial
 - (e) Work commitments
 - (f) Family commitments
 - (g) Compassionate and compelling circumstances
- 2.5 A Leave of Absence or Deferral is only applicable to students who have commenced their courses and may be granted on or before the Census date. The maximum period allowed for Leave of Absence or Deferral is:

| Academic Institution | Application | Maximum Period |
|----------------------|------------------|------------------|
| Curtin University | Leave of Absence | 12 months |
| Curtin College | Deferral | One study period |
| Navitas English | Leave of Absence | One study period |

- 2.6 Applications for course withdrawal and leave of absence must be supported with documentary evidence.
- 2.7 Applications for course withdrawal, course change, leave of absence or change of major must be approved by the parent or legal guardian if the student is under 18 years of age.
- 2.8 Curtin Singapore will assess and reply to requests for course withdrawal, course change, leave of absence and change of major within four (4) weeks of receipt of the application. Decisions on such requests will consider the information provided, and the circumstances leading to a request, including regulatory requirements.
- 2.9 Restrictions may apply and depending on the time the request is submitted, academic and/or financial penalties may apply.
- 2.10 Curtin Singapore will ensure all course withdrawals, course changes, 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, if applicable.
- 2.11 Where a student receives approval for a course change, leave of absence or change of major, a new PEI-Student Contract or addendum shall be executed.

2.12 Any fees balance after course withdrawals, course changes, leave of absence and change of major will be refunded in accordance with the Student Refund Policy.

2.13 Up-to-date records for course withdrawals, course changes, leave of absence and change of major will be maintained.

2.14 Enrolment variation processes are reviewed regularly for continual improvement.

3. SUPPORTING PROCEDURES

3.1 [Enrolment Variation Procedures](#)

4. RELATED DOCUMENTS/LINKS

- [Curtin University Admission and Enrolment Manual](#)
- [Curtin College Deferral, Suspension & Cancellation Policy](#)
- [Student Refund Policy](#)

5. RESPONSIBILITY

5.1 The Director of Academic Services is responsible for the implementation, maintenance, and compliance of this policy and its associated procedures.

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|----------------------------|-------------------------------|
| Policy Manager: | Director of Academic Services |
| Approval Authority: | Academic Board |
| Review Date: | 2/12/2023 |

REVISION HISTORY

| Version | Approved/ Amended/ Rescinded | Date | Committee/ Board/ Executive Manager | Resolution Number | Key Changes and Notes |
|---------|------------------------------------|-----------|--|----------------------|-------------------------------------|
| 1 | Approved | 2/12/2022 | Academic Board | - | Previous version has been rescinded |