

Form Ref. No.	FOR-SSD-07
Version No.	V.2
Page	1 Of 1

## Enrolment/Change of Enrolment Form

Use this form to enrol or withdraw units for a study period. If you are taking a break from studies please submit a Leave of Absence form to Student Services Department. If you are holding a student visa, you are required to discuss your circumstances with the International Division.

### **Intensive English Program**

Course Code: IEP

**Note: You are required to enrol by the stipulated enrolment deadlines.**

ALL FORMS SUBMITTED TO STUDENT SERVICES COUNTER AFTER THE LAST DATE FOR RE-ENROLMENT WILL BE CHARGED RM100 FOR LATE ENROLMENT.

#### **PERSONAL DETAILS**

<b>Curtin ID</b>		<b>Family</b>	
<b>Title (Mr/Mrs/Ms/Miss)</b>		<b>Given Name</b>	
<b>Date of Birth</b>		<b>Phone Number</b>	

#### **UNIT ENROLMENT AND WITHDRAWAL**

<b>Enrol (E) /Withdraw (W)</b>	<b>Year (eg: 2017)</b>	<b>Term (eg: Term 1)</b>	<b>Level (I / II /III /IV)</b>	<b>Signature of the Head of Department (HOD) **</b>

\*\* Head of Department (or other staff) Comments:


#### **STUDENT DECLARATION:**

I hereby certify that the information provided on this form is complete and correct. While I am a student of the University I undertake to observe all its statutes, by-laws, rules and instructions.

\_\_\_\_\_

Student signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

**IF YOU STILL HAVE THIS FORM IN YOUR POSSESSION, YOU ARE NOT ENROLLED.  
THIS FORM MUST BE SUBMITTED TO STUDENT SERVICES DEPARTMENT. (COUNTER 3)**

**Enrolments Office: UD/ \_\_\_\_\_**  
(When record in the system is updated { UD})

**Date Received:**