EXTENSION STUDY
(Non-Award) Enrolment

GUIDELINES FOR EXTENSION STUDY

Extension units are offered as individual units, within a non-award program and do not normally lead to a recognised qualification. Studies undertaken as extension students do not guarantee a future place in a University award course. Credit for a successfully completed extension unit (excluding bridging units) may be gained at the discretion of the relevant Head of School should an extension student be successful in gaining admission to an award course. Please note that English competency is also a requirement for admission to Curtin University of Technology. Extension enrolment is provided by the University as a community service primarily for Australian residents. International students must maintain a full-time internal enrolment load at all times. Enrolment into extension units will only be considered under special/exceptional circumstances and with the approval of the Director, Student Services only.

Students are not required to meet normal University entry requirements to undertake extension units. However, acceptance of an Extension Study Registration is dependent on approval by the School conducting the unit.

An individual enrolled in extension units will have no right of continuity of study beyond the period for which initial enrolment is approved.

• You must complete an Extension Study Registration form (this form).
• You must obtain the Head of School or School Authorising Officer’s signature on the Extension Study Registration form.

Your authorised Extension Study Registration form must then be lodged for processing with the appropriate Student Services Office. You will be issued with an Enrolment Advice to confirm that your enrolment has been accepted. You are required to retain this as proof of enrolment.

Procedures for Enrolment

If you wish to enrol in extension unit(s) offered by different Schools, a separate application must be completed for each School. Enrolment must be completed within the official enrolment dates for the study period.

Additions and Withdrawals

You may add units up until the normal deadline period as stipulated for the relevant study period. Withdrawal from units up to and including the published census date for the relevant study period without incurring academic penalties. Financial Penalties will apply.

Withdraw from units after the publishing census date will result in either a “Withdrawn” or “Fail” grade being applied (depending on the circumstances).

Assessment

Assessment is not compulsory for persons enrolled in extension unit(s). It is not mandatory to fulfil formal assessment requirements or to attend the end of semester examinations. Examination timetables are published on the web. If you elect formal assessment you are required to attend the examination.

If you elect not to be assessed for unit(s) studied by extension, you will not subsequently be able to gain credit for the unit(s) attempted, (e.g.: should you be successful in gaining admission into an award course).

Fees and Payment

Extension students will incur a fee liability in accordance with University Policy for any enrolment in a given study period. Students are required to pay their extension fees to the University's cashier on enrolment.

Refunds

If you withdraw before the semester commences, you will be entitled to a refund less 10% of the fees. If you withdraw after the semester commences but before the census date, you will be entitled to a 50% refund. If you withdraw after census date, no refund is due.

FINAL DATES FOR ENROLMENT/UNIT ADDITIONS

<table>
<thead>
<tr>
<th>Semester One/Two</th>
<th>Other Study Periods (if available)</th>
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<tr>
<td>First Friday of semester</td>
<td>On Enrolment</td>
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</tbody>
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PAYMENT OF FEES

- Semester One/Two
- Other Study Periods (if available)
- On Enrolment

The University will only use personal information collected from you, or about you, for internal administrative purposes. It will not be provided to other parties other than in accordance with legislative requirements, or in circumstances where you have given explicit permission for the information to be transmitted.
SECTION ONE - PERSONAL DATA

Curtin Student ID Number

Family Name

Given Names

COUNTRY OF BIRTH

Please note: This is how your name will appear on all official documentation. This should be your legal name as per your birth certificate, passport or marriage certificate.

Full Formal Name

Q1 CONTACT DETAILS

Address Details (Contact)

Number and Street

Suburb/Town/City

State

Post Code

Address Details (Permanent)

Same as above? Yes No

Number and Street

Suburb/Town/City

State

Post Code

OTHER DETAILS (Please include telephone area code)

Home Telephone Number

Work Telephone Number

Fax Number

Mobile Number

Email Address

NEXT OF KIN (OPTIONAL)

Name

Relationship

Address: Does your next of kin live at your permanent address? Yes No

If 'No' please complete the details below.

Number and Street

Suburb/Town/City

Country

Home Phone

Work Phone

Mobile

Q2 CITIZENSHIP, RESIDENCY DETAILS AND COUNTRY OF BIRTH

Please complete the appropriate boxes

Are you:

a) an Australian Citizen?

b) a New Zealand Citizen?

c) a Permanent Resident of Australia?

Did you meet residency requirements for citizenship more than a year ago?

a) Is your permanent visa a humanitarian class Visa?

b) Is your permanent visa a non-humanitarian class Visa?

Are you residing inside Australia during your studies?

Are you residing outside Australia during your studies?

If you are in one of the following categories you must have the approval of the Director, Student Services before enrolling in extension unit(s)

d) an International student (temporary entrant permit)

e) an overseas student residing overseas (including NZ citizens residing outside Australia)

Director Student Services approval

Date /

Q3 COUNTRY OF BIRTH

What is your country of birth?

If you were not born in Australia

What is your country of citizenship?

What year did you enter Australia?

What is your main language spoken at home?

Are you of Aboriginal descent? Yes No

Are you of Torres Strait Island descent? Yes No

Q4 INFORMATION ON SPECIAL NEEDS (OPTIONAL)

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

1. Do you have a disability, impairment or long term medical condition which may affect your studies? Yes No

2. Would you like to receive information on support services, equipment and facilities which can be made available to assist you? Yes No

Please indicate the type of disability that applies (Optional) Hearing Vision Learning Medical Mobility Other

Q5 ASSESSMENT

Do you wish to be assessed? Yes No

IMPORTANT

"If you choose not to be assessed, then once you have completed the requirements of the unit, a mark cannot be retrospectively applied, nor can the unit be used for the purpose of credit (i.e. RPL) towards another course."
SECTION ONE-PERSONAL DATA

Curtin Student ID Number

Family Name

Given Names

Title

Female Male

Birth Date

Full Formal Name

Please note: This is how your name will appear on all official documentation. This should be your legal name as per your birth certificate, passport or marriage certificate.

Q1 CONTACT DETAILS

Address Details (Contact)

Number and Street

Suburb/Town/City

State

Post Code

Address Details (Permanent)

Same as above? Yes No

Number and Street

Suburb/Town/City

State

Post Code

OTHER DETAILS (Please include telephone area code)

Home Telephone Number

Work Telephone Number

Fax Number

Mobile Number

Email Address

NEXT OF KIN (OPTIONAL)

Name

Relationship

Address: Does your next of kin live at your permanent address? Yes No

If 'No' please complete the details below.

Number and Street

Suburb/Town/City

Country

Home Phone Work Phone Mobile

Q2 CITIZENSHIP, RESIDENCY DETAILS AND COUNTRY OF BIRTH

Please complete the appropriate boxes

Are you:

a) an Australian Citizen? Yes No

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c) a Permanent Resident of Australia? Yes No Date granted Permanent Residency

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###SECTION TWO - APPLICATION

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<tr>
<th>Course Number</th>
<th>Course Title: Not for Degree (Extension Studies)</th>
<th>Unit Number</th>
<th>Unit Title</th>
<th>Study Period</th>
<th>Campus</th>
<th>Internal</th>
<th>External</th>
<th>Area External</th>
<th>Fully Online</th>
<th>Partially Online</th>
<th>Email</th>
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While I am registered at Curtin University of Technology, I undertake to observe all its statutes, by-laws and rules and accept responsibility to ensure that my enrolment is correct. I have sought appropriate academic counselling. I am aware of the conditions under which I am permitted to use University Information and Communication Technology. While I am a student of Curtin I undertake to observe all statutes, by-laws and rules. I am aware of the conditions under which I am permitted to use University IT (computer) facilities.

Signature of Applicant Date / /

**SCHOOL USE ONLY**

A Liability Category B Load Category C Attendance Mode D Study Mode

- Domestic Fee Paying Part Time Internal Extension
- International Student - Offshore Full Time Central External
- International Student - Onshore External Area External

**OFFICE USE ONLY**

Authorising Officer’s Signature: Date / /

Authorising Officers Name: Extension No. (Please Print)

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**Semester One/Two**

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**PAYMENT OF FEES**

**Semester One/Two** Other Study Periods (if available)

On Enrolment On Enrolment

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**PRIVACY STATEMENT**

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CRICOS Provider Code: 00301J (WA) 02637B (NSW)