

Accountability Director of Academic Services			Title Course Withdrawal (Curtin College)		
Signature		Date	Document No.	Version No.	Effective date
Controlled Document		23-12-2014	PRO-ACAD-60	2	29-12-2014
Related Docur	nents	•	•	•	•
WT-ACAD-0	2 Course Wi	thdrawal Acad	lemic Counselling Gui	delines	

Student submits Enrolment/Change of Enrolment Variation(Diploma/Certificate) form for course withdrawal For Student's Pass holders 1)Cancellation of Student's Pass 2)Copy of recent passport 3)Copy of Student's Pass Student Central updates the shared withdrawal tracking list and distribute the documents to Academic Services Officer and Student Administration Officer. Academic Services Officer receives the Enrolment Variation (Diploma/Certificate) course withdrawal from Student Central Academic Services Officer seeks Ís student undei student's parent/ age of 18? quardian approval for course withdrawal NO ▼ Student continues course and Academic Services Officer checks with withdrawal application is Finance if there is any outstanding fee Approved? cancelled and form is filed in student's file payable by the student Student is Any referred to outstanding Finance to settle fee? outstanding fee No Academic Services Officer conducts course withdrawal counselling according to Course Withdrawal Academic Counselling Academic Services Officer obtains approval from Director of Academic Services Approved? NO. Yes Academic Services Officer sends course withdrawal confirmation to student by email and copy to Student Administration for follow up action Academic Services Officer updates the applicable systems for course withdrawal a) Maze b) Shared course withdrawal tracking list File circulation form with student file is circulated to department as indicated on the form for record and/or required action