

Request for Late Enrolment

Unit enrolment has formally closed for the current study period.

You may still be permitted for late enrolment but will require approval from the relevant Unit Coordinator. If you wish to enrol late, you must complete this form, adhering to the advice provided on the form. Please note that late entry is not guaranteed.

Student Details

Curtin ID	Full Name
Study Period / Year	Course Title

Units requested for late enrolment

To be completed by the student and Course Co-ordinator/ Authorised Officer:

To be approved by
Course Coordinator
/ Authorised Officer

Student to complete the unit code title

Unit Code	Unit Title	Approved
Unit Code	Unit Title	Approved
Unit Code	Unit Title	Approved
Unit Code	Unit Title	Approved

Course Coordinator / Authorised Officer approval

Signature of Course Coordinator / Authorised Officer Name of Course Coordinator / Authorised Officer

Student Declaration

Please acknowledge the below student declaration:

1. I request enrolment into the listed unit(s).
2. I understand submission of this request does not guarantee my late enrolment will be approved.
3. I understand it is my full responsibility to contact my Unit Coordinator and catch up on any missed classes and assessments as a result of enrolling late.
4. I understand that the University cannot give me any special considerations due to my late enrolment.
5. I understand it is my responsibility to ensure that the timetable for this unit does not clash with my other units and suits my personal/work commitments.
6. If I have been enrolled internally for a unit, I will class register via eStudent or will make arrangements with my unit coordinator directly.
7. I accept that I am outside the approved time to enrol and this may contribute to additional challenges and that the late start does not constitute an approved reason for an assessment extension or an assessment appeal.
8. I confirm that the information I have provided on this late enrolment request, including any supporting information, is true and accurate to the best of my knowledge.

Student's Signature

Date

Please direct all enquiries to your Student Services Office

For further information please contact Curtin Connect:
Telephone: 1300 222 888 | Online: [enquiry form](#)