

This form must be completed by 'lapsed' or 'discontinued' students who wish to resume their course (except research degrees).

Do not complete this form if you are either a WAAPA student or currently excluded indefinitely from your course – refer to the following information:

1. WA Academy of Performing Arts (WAAPA) students – please contact WAAPA Admissions Officer for further advice.
2. If your discontinued status is due to Academic Progress being excluded indefinitely from your course – please contact Student Central for further advice.

NOTE:

International students must present a valid Confirmation of enrolment (CoE)* to Student Central as provided from the Student Connect Officers. Applications can be downloaded from: <http://intranet.ecu.edu.au/student/forms/overview>

*CoE provided from your ECU student record is not valid with this application.

Student Central will check your course record and either:

- Return your course status to 'inactive' status and advise you when you are now able to re-enrol; or
- Refer your application to a Faculty or School representative for further advice.

STUDENT NUMBER										TRACKING ID (Student Central Use Only)	
SURNAME/FAMILY NAME (Block Letters)								GIVEN NAME/S (Block Letters)			
ADDRESS:											
										POSTCODE:	
EMAIL:										DAYTIME PHONE:	
NAME OF COURSE TO BE RESUMED:										MAJOR: (IF APPLICABLE)	
FACULTY / SCHOOL:										COURSE CODE:	
SEMESTER / YEAR OF INTENDED COURSE RESUMPTION:								/			
SIGNATURE:										DATE:	

Print, sign and submit form to Student Central as below

Submit completed form to Student Central:

	Telephone	Facsimile	Building / Room	Postal Address	E-Mail
Bunbury	9780 7856	9780 7659	Building 1 Bunbury Map Link	Robertson Drive Bunbury WA 6230	southwest@ecu.edu.au
Joondalup	6304 2000	6304 5188	Building 18 Joondalup Map Link	270 Joondalup Drive Joondalup WA 6027	enquiries@ecu.edu.au
Mt Lawley	6304 2000	9370 6188	Building 3 Mount Lawley Map Link	2 Bradford Street Mount Lawley WA 6050	enquiries@ecu.edu.au

STUDENT CENTRAL USE ONLY			Tracking ID:
Application Received on		Received by (print name)	
<p>1 Update student contact details</p> <p>2 Financial Encumbrance in effect: NO <input type="checkbox"/> Go to Q:3 YES <input type="checkbox"/> Encumbrance type: _____ Advise student encumbrance to be cleared. Go to Q:3</p> <p>3 Academic Encumbrance in effect: NO <input type="checkbox"/> Go to Q:4 YES <input type="checkbox"/> If YES, can student submit an appeal? Answer is YES: Advise student of the appeal procedures. (NFA by SC staff) Answer is NO: a) SUSPENSION Advise student when suspension period ends. Go to Q:4 b) EXCLUDED INDEFINITELY If outside of the appeal deadline and if exclusion has been in effect for more than one semester, advise student they can write to Associate Dean Teaching and Learning (ADT&L) ADT&L will liaise with Assessments and Student Records regarding the outcome). RAC not used for this process. (NFA by SC staff)</p> <p>4 Is the RAC from a Higher Degrees Research student? NO <input type="checkbox"/> Go to Q:5 YES <input type="checkbox"/> Refer to HDR Admissions (3434) (NFA by SC Staff)</p> <p>5 Course Duration Rule exceeded? <i>(refer to Admissions, Enrolment & Academic Progress Rules: Part V Academic Progress 18.1; 18.2;18.3)</i> One year conversion = 3years PG Courses One year duration = 3 years Bachelor of Nursing 6 years Three year course = 9 years Four year course = 12 years NO <input type="checkbox"/> Go to Q:6 YES <input type="checkbox"/> Check Q:6 then Refer to Faculty (Q:7)</p> <p>6 Course Status Current – on CMS NO <input type="checkbox"/> - No units completed – advise student to apply for current course - Units completed - Refer to Faculty (Q:7) YES <input type="checkbox"/> Go to Q:8 (unless Faculty Referral from Q:5)</p> <p>7.1 Referred to Faculty: Name: _____ Faculty: _____ Referred to Faculty: Date: ____ / ____ / ____</p>	<p>FACULTY/SCHOOL USE ONLY: Faculty/School Comments/Recommendations (tick as applicable):</p> <p>7.2 COURSE NOT CURRENT ON CMS OUTCOMES <input type="checkbox"/> Student approved to enrol archived course (No Course Structure Change form required) OR <input type="checkbox"/> Student approved to enroll archived course (Pending processing of Course Structure Change form*) OR <input type="checkbox"/> Student NOT approved to resume this course. School advised student on ____ / ____ / ____</p> <p>7.3 COURSE DURATION RULE EXCEEDED <input type="checkbox"/> Student approved to exceed Course Duration Rule. (Approval Letter issued*) <input type="checkbox"/> Student has been advised NOT approved to exceed Course Duration Rule. * Letter from Associate Dean sent to student with CC to Student Records who add Course Note to student's record.</p> <p>----- NOTES/CONDITIONS: _____ _____ _____ _____ _____</p> <p>Faculty/School Officer (Print Name): _____</p> <p>Scanned to GENFO150: ____ / ____ / ____</p> <p>8 International Student? NO <input type="checkbox"/> Go to Q:9 Answer is Yes, has an International CoE been sighted? NO <input type="checkbox"/> Advise student CoE is required. Refer student to Connect Officer with RAC form. (NFA by SC Staff) YES <input type="checkbox"/> Go to Q:9 N/A <input type="checkbox"/> Student visa not required e.g. De Facto Visa. Go to Q:9</p> <p>9 Resume Course and finalise Callista Tracking ____ / ____ / ____</p>		